



OnTime Pro/OnTime Pro Extra

Attendance Monitoring Software



USER GUIDE

MICRONET DOCUMENTS

REV. 1.6 / MAY 2006

CONTACT INFORMATION

Supplier:

DATA TIME SYSTEMS LTD

UNIT G. 5 LOWLANDS DR.

KEYWORTH.

NOTTINGHAM.

NG12 5HG

Phone 0115 937 3368 | Fax 0115 937 6611

info@datatime.co.uk | <http://www.datatime.co.uk>

DOCUMENT HISTORY

REVISION No.	WRITER NAME	DATE	REVIEWED (MICRONET)	DATE	EDITED BY	DATE	CHANGES
Rev. 1.0	Ido Amir						Complete Re-Format & Styling, New S/W v.1.5.0 documentation

©2006 Micronet Ltd. All rights reserved.

Micronet Ltd. reserves the right to alter the equipment specifications and descriptions in this publication without prior notice. No part of this publication shall be deemed to be part of any contract or warranty unless specifically incorporated by reference into such contract or warranty.

The information contained herein is merely descriptive in nature, and does not constitute a binding offer for the sale of the product described herein.

Any use of the Micronet Ltd. logotype or trademarks is forbidden without prior written approval from Micronet Ltd.

TABLE OF CONTENTS

Chapter 1	About This Manual	1-7
Chapter 2	Overview	2-9
2.1.	About OnTimePro	2-9
2.2.	System Components	2-9
2.3.	OnTime Pro's Main Window	2-10
Chapter 3	Getting Started	3-11
3.1.	System Requirements	3-11
3.2.	OnTime Pro/OnTime Pro Extra Installation	3-11
3.2.1.	OTP/OTP Extra Multiple-User/Network Installation	3-13
3.2.2.	OTP/OTP Extra Typical (local) Installation	3-15
3.3.	Defining Passwords for User/Supervisor	3-16
3.3.1.	Adding a User/Administrator to the Authorization List	3-18
3.3.2.	Deleting a User / Administrator from the Authorization List	3-19
3.3.3.	Removing all Users	3-19
3.4.	Guided Tour Through OnTimePro	3-19
Chapter 4	Attendance Calculation Policy	4-25
4.1.	Introduction	4-25
4.1.1.	Handling Overtime Hours	4-26
4.2.	Defining Workday Types	4-28
4.2.1.	About Workday Types	4-28
4.2.2.	Workday Properties	4-28
4.2.3.	Flexitime (OnTime Pro Extra)	4-35
4.2.4.	Adding Deleting or Editing Workday Types	4-40
4.2.5.	Printing a Workday Report	4-41
4.3.	Defining Job Types	4-42
4.3.1.	About Job Types	4-42
4.3.2.	The Job Properties	4-43
4.3.3.	Adding, Deleting and Editing a Job Type	4-43
4.3.4.	Printing a Job Report	4-44
4.3.5.	Examples of Different Job Types	4-45
4.4.	Defining Exceptions	4-48
4.4.1.	About Exceptions	4-49
	Adding, Editing and Deleting an Exception	4-50
4.4.2.		4-50
4.4.3.	Printing an Exception Report	4-55
4.4.4.	Examples of Different Exceptions	4-56
Chapter 5	Departments and Employees	5-57
5.1.	Adding Deleting and Editing Departments	5-57
5.1.1.	Adding a New Department	5-58
5.1.2.	Modifying a Department's Characteristics	5-58
5.1.3.	Deleting a Department	5-59
5.1.4.	Printing a Department Report	5-59
5.2.	Adding Deleting, Editing and Importing Employees Information	5-60

5.2.1.	Adding a New Employee	5-60
5.2.2.	Importing Employees Information from CSV File	5-61
5.2.3.	Modifying Employee Characteristics.....	5-62
5.2.4.	Deleting an Employee	5-63
5.2.5.	Printing an Employee Report	5-64
6.1.	Global Titles.....	5-65
6.1.1.	Defining the Company Name	5-66
6.1.2.	Naming InTagral's Key Functions	5-66
6.1.3.	Defining Overtime Titles (Levels 1, 2 and 3)	5-66
6.2.	General Parameters.....	5-67
6.2.1.	Setting the Pay Period.....	5-67
6.2.2.	Selecting the First Week Day	5-68
6.2.3.	Exporting Attendance Data to a Payroll Software.....	5-68
6.2.4.	Defining Automatic/Manual Daylight Saving Time.....	5-68
6.2.5.	Changing the User Interface Language	5-68
6.2.6.	Defining the Global Rounding Parameter.....	5-68
6.2.7.	Authorizing Employees to New Clocks.....	5-70
6.3.	Global Holidays and Vacations.....	5-70
6.3.1.	Defining Global Holidays and Vacations.....	5-70
6.3.2.	The Global Holidays Window	5-70
7.1.	The Global Holiday Planner	5-71
7.1.1.	Year View.....	5-71
7.1.2.	Month View	5-73
7.1.3.	List View	5-74
7.1.4.	The Add/Modify Holiday Window	5-75
7.1.5.	The <i>Formula</i> Option	5-76
7.2.	The Personal Planner.....	5-77
7.2.1.	How Using the Personal Schedule Planner:	5-78
7.2.2.	The Planner Reports	5-79
7.3.	Projects (OnTime Pro Extra)	5-79
7.3.1.	Enabling the "Projects" module.....	5-80
7.3.2.	Adding Deleting and Editing Projects	5-81
7.3.3.	Adding Deleting and Editing Sub-Projects.....	5-83
7.3.4.	Adding Deleting and Editing Missions.....	5-84
7.3.5.	Assigning Projects to Employees.....	5-85
Chapter 8	Routine Operations	8-89
8.1.	Loading Data from InTagral	8-89
8.2.	Editing Clock Data.....	8-89
8.2.1.	Modifying Punched Times	8-91
8.2.2.	Handling Exceptions	8-91
8.2.3.	Handling Exceptions for Multiple Employees and/or Days.....	8-92
8.2.4.	Selecting a Different Employee.....	8-93
8.2.5.	Selecting a Different Time Period	8-93
8.3.	Reports	8-94
8.3.1.	Producing a Report	8-95
8.3.2.	Sending a Report by Email.....	8-96

8.3.3.	Exporting Reports to Excel	8-96
8.3.4.	Report Types	8-98
8.4.	Exporting the Attendance Data	8-105
Chapter 9	Maintenance	9-107
9.1.	Transferring Obsolete Data to History Files.....	9-107
9.2.	Restoring Data from History Files.....	9-108
9.3.	Saving Data to a Backup File	9-109
9.4.	Restoring Data from Backup File.....	9-109
9.5.	Repairing the Database	9-109
9.6.	Attaching Orphan Punches to Employees.....	9-109
9.7.	Importing Data from Previous Software Version.....	9-110
9.8.	Generating a Communication-Log Report	9-111
9.9.	Defining User/Supervisor Passwords	9-112
9.10.	Defining the Export File Structure	9-112
9.11.	Managing Data Consistency Problems	9-114
Appendix A.	Online Query Server	9-115

INTRODUCTION

Micronet Ltd. takes pride in delivery of its products and makes every endeavor to ensure its clients full satisfaction.

On behalf of the whole Micronet team, we would like to thank you for purchasing our products, and we are certain you will find them more than beneficial to your organization. We are at your service.

The Micronet Team.

ABOUT MICRONET LTD.

Established in 1982, Micronet Ltd. specializes in the development and manufacture of portable data collection systems. Micronet is dedicated to the complete satisfaction of our customers worldwide.

Our products comply with the highest international quality standards. Hundreds of thousands of our units are already installed and working around the globe, and have demonstrated consistent reliability over time.

For more information about Micronet Ltd., see our website at www.micronet.co.il.

Chapter 1

ABOUT THIS MANUAL

This manual describes the installation, setup and use of the InTagral - OnTime Pro system that includes the InTagral clock and the OnTime Pro attendance monitoring software. It is intended for personnel responsible for operating the system. Every-day use of the system software (data download, manual modifications and the preparation of reports) can be handled separately and is described in Chapter 9.

The information in this manual can also be found in the software's online Help.

The manual comprises nine chapters and an appendix:

Chapter 1: About This Manual: a concise description of the contents of this manual.

Chapter 2: Overview:

describes the scope, components and requirements of the system.

Chapter 3: Getting Started: provides installation instructions for the OnTime Pro software and the InTagral clock, and explains how to connect between the two. In addition, the "First Glimpse" section guides the reader through some routine operations such as: employee definition, punching a card, loading data from InTagral to PC and producing a report.

Chapter 4: Attendance Calculation Policy: guides the reader through the process of defining the company's Attendance Calculation Policy.

Chapter 5: Departments and Employees: provides instructions for defining departments and employees, and associating employees with a specified department.

Chapter 6: Global Settings: provides instructions for defining global titles, global holidays and general parameters that influence OnTime Pro's overall behavior.

Chapter 7: Planning Tools: tools that enable the administrator to plan out vacations and holidays in advance.

Chapter 8: Routine Operations: describes the use of OnTime Pro for routine attendance control and calculations.

Chapter 9: Maintenance: describes various database management operations such as: transferring obsolete data to history files, restoring data from history files, saving data to a backup file, defining user/supervisor passwords, etc.

Appendix1: describes problems that may occur when using OnTime Pro, and suggests ways to solve these problems.

Chapter 2

OVERVIEW

2.1. ABOUT ONTIMEPRO

OnTimePro is a complete system for automatic recording of employee attendance and producing work-hour reports. The system is designed for small and medium-sized organizations.

Using the OnTimePro software, the user can load the transactions to a PC at regular intervals (daily, weekly or even monthly) and manually modify the transactions if necessary. OnTime Pro processes the data according to user-defined rules (including rounding, break and overtime) and enables to produce a set of reports, which present the transactions, along with the system computations. The processed attendance data can also be exported to external pay-roll software.

2.2. SYSTEM COMPONENTS

ONTIMEPRO SOFTWARE:

OnTime-Pro is a Windows-based software package that enables the user to configure the InTagral time clocks, define the company's attendance policy, define employees and departments, retrieve data from the InTagral time clocks, make manual corrections, produce various time accounting reports and export attendance data to third party software.

The clock and the software communicate either directly, TCP/IP or via telephone and modem. If several InTagral time clocks are to be connected to a single PC port, an RS-485 multi-drop network connection is required.

OnTime-Pro software supports all the above communication methods.

ONTIMEPRO SOFTWARE:

OnTime-Pro is a Windows-based 32-bit software package that enables the user to configure the InTagral clock, define the company's attendance policy, define employees and departments, retrieve data from the InTagral clock,

make manual corrections, produce various time accounting reports and export attendance data to third party software.

The clock and the software communicate either directly, via the supplied cable, or via telephone and modem. If several InTagrals are to be connected to a single PC port, an RS-485 multi-drop network connection is required.

OnTime-Pro software supports all the above communication methods.

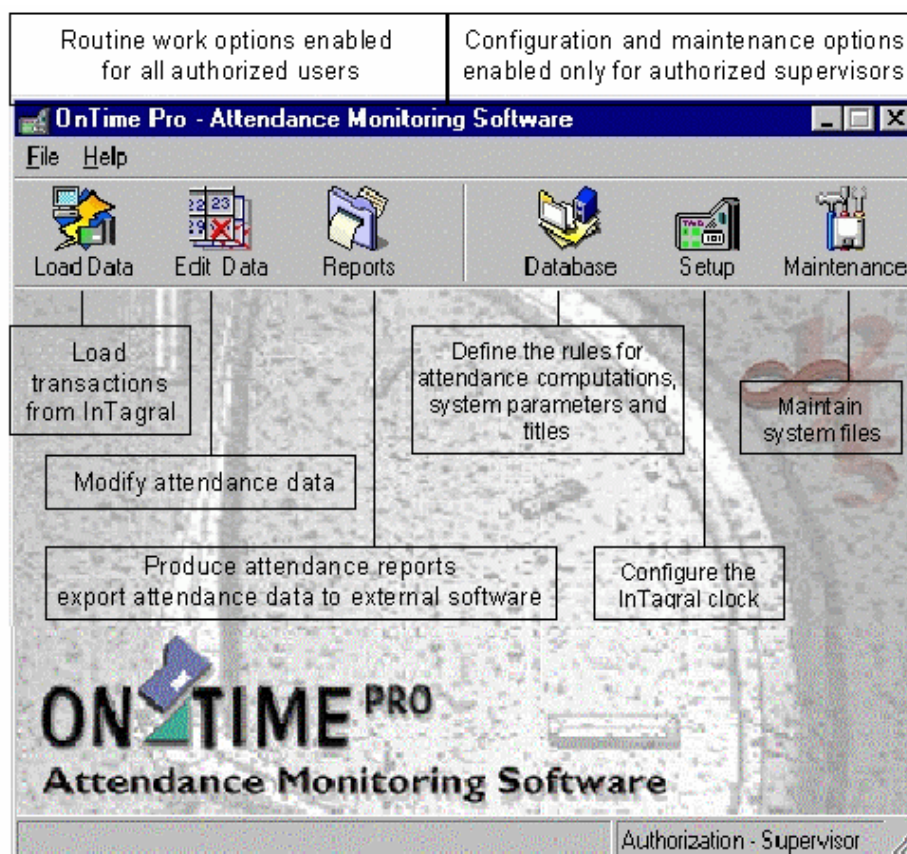
2.3. ONTIME PRO'S MAIN WINDOW

OnTimePro provides two sets of tools:

Data manipulation tools (load, edit, print or export data), to be used for routine, every-day attendance monitoring.

Configuration and maintenance tools, to be used only by authorized system supervisors for the purpose of adjusting the system to company needs and maintaining the database.

The following figure describes the OnTime Pro toolbar:



Chapter 3

GETTING STARTED

3.1. SYSTEM REQUIREMENTS

Make sure that your PC adheres to the following minimum specifications:

- Windows 2000/NT/XP operating system.
- A free serial communication port.
- A modem (for polling remote sites, if needed).
- 32 MB of main memory.
- 50 MB of free space on the hard disk.

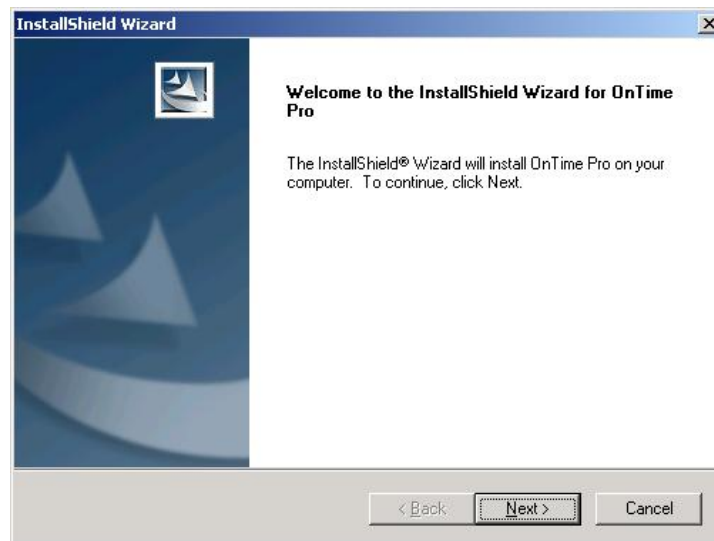
3.2. ONTIME PRO/ONTIME PRO EXTRA INSTALLATION

OnTime Pro and ClockComm installations were split into two separate processes, to allow updating each program independently.

The OnTime Pro/OnTime Pro Extra software can be downloaded from the Micronet website at www.micronet.co.il, or ordered (on CD) from your local Micronet distributor.

Perform the following steps to install the OnTime Pro/OnTime Pro Extra application:

- 1 Upon acquiring the OnTime Pro software proceed as follows:
 - CD installation - Place the CD in the CD drive (the setup begins automatically)
 - Download installation - Double click the OnTimePro.exe  self-extracting application; this begins the setup process
- 2 Wait a few seconds until the InstallShield Wizard starts.
- 3 The InstallShield Wizard Welcome window appears:



- 4 Click **Next**
- 5 The License Agreement window appears:



- 6 Carefully read the License Agreement; then click **Yes**
- 7 The Setup Type window appears. Select one of the following two types of installation of the OnTime Pro/OnTime Pro Extra application:
 - **Custom** – allows installation of the OnTime Pro application on a Network, for multiple user use (see Paragraph 3.2.1)
 - **Typical** –installs the OnTime Pro application on a single computer (see Paragraph 3.2.2)
- 8 Click **Next** and follow the instructions on screen:
 - Upon launching OnTime Pro Installation, the Install Program performs a search in the installation media trying to detect if the ClockComm Installation Program exe file is present.

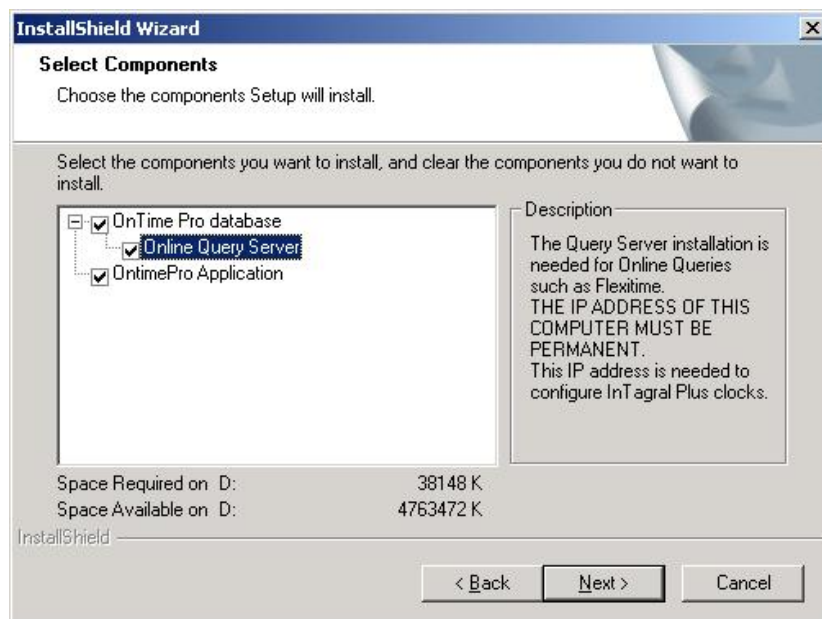
- If such program is found, the OTP installation process is resumed. If it is missing, the following message appears "the installation of ClockComm is needed for operation of onTime Pro. Make sure that both installations exist on the same media. Continue or exist".
- Once OnTime Pro installation is completed, the ClockComm installation program is invoked.
- If at this stage, the ClockComm installation program is not found, the following warning message appears "the installation of ClockComm is needed for operation of onTime Pro". Please install ClockComm".

3.2.1. OTP/OTP Extra Multiple-User/Network Installation

When installing the OnTime Pro/OnTime Pro Extra Multiple-User/Network version, the **database** is installed only once, in the initial installation (see Paragraph 3.2.1.1); the OnTime Pro **application** can be installed on more than one computer.

3.2.1.1. Initial Installation (including database)

- 1 After selecting **Custom** in the Setup Type window, the Select Components window appears:



- 2 Select the components to be installed. Possible options are:
 - **OnTime Pro database** (automatically includes installation of the **Online Query Server** application)
 - OnTime Pro application

CAUTION

ALWAYS INSTALL THE ONTIME PRO DATABASE IN THE INITIAL INSTALLATION OF THE ONTIME PRO MULTIPLE USER / NETWORK VERSION.

THERE SHOULD BE ONLY ONE INSTALLATION OF THE ONTIME PRO DATABASE IN THE SYSTEM.

The OnTime Pro application can be installed on multiple computers.

NOTE

EACH INSTALLATION OF THE ONTIME PRO APPLICATION REQUIRES PURCHASING A SEPARATE LICENSE.

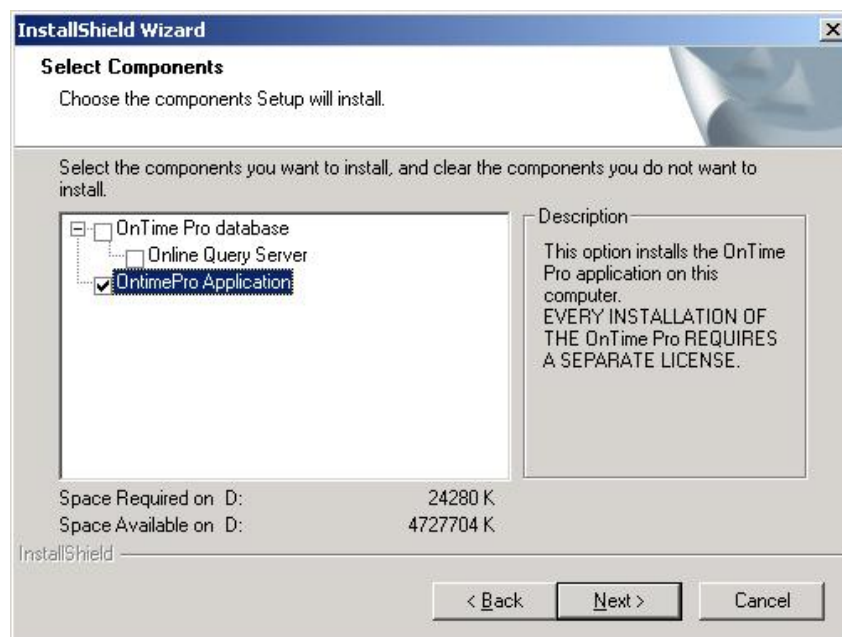
- 4 Click **Next**
- 5 Depending on component selection, specify the target of the database, the OnTime Pro application, or both. Specify the required target path(s), and click **Next**
- 6 Wait for installation of selected components

3.2.1.2. Application Installation

After performing the initial installation (including the OnTime Pro database), additional OnTime Pro/OnTime Pro Extra applications can be installed in the organization. **Each new installation requires purchasing a license.**

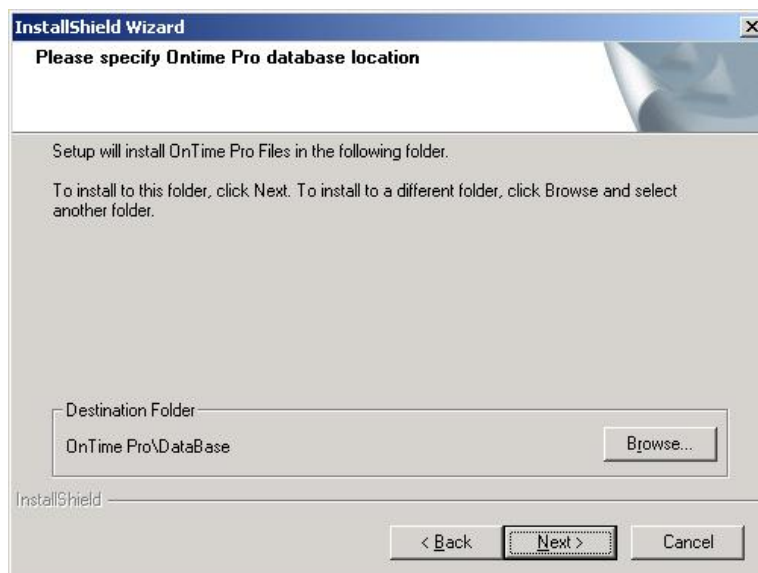
To install the OnTime Pro / OnTime Pro Extra application

- 1 In the Select Components window, check only **OnTime Pro Application**.

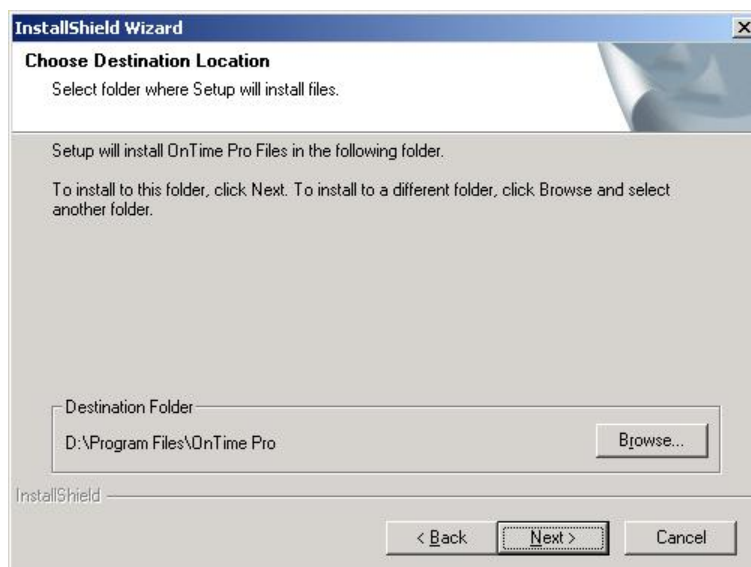


- 2 Click **Next**

- 3 Specify OnTime Pro **database** directory (located on another computer). See following figure:



- 3 click **Next**
- 4 Specify OnTime Pro application target directory (see following figure)



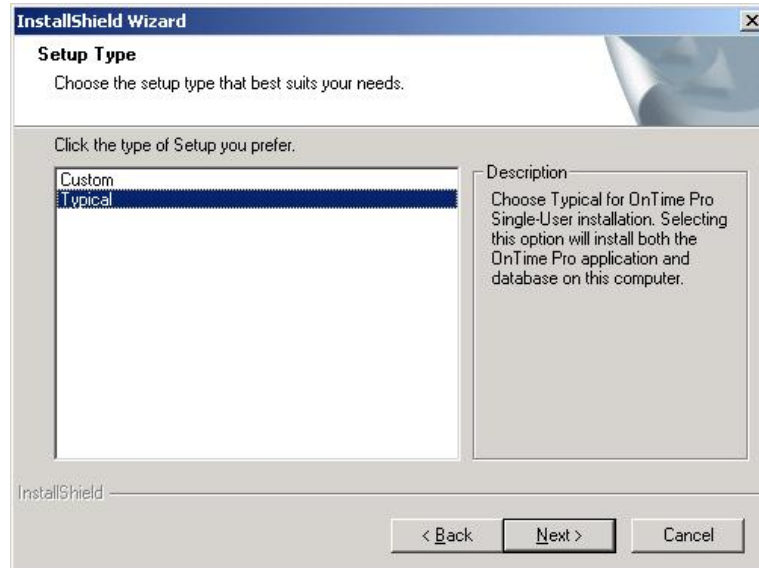
- 5 click **Next**
- 6 Wait for installation of the OnTime Pro application

3.2.2. OTP/OTP Extra Typical (local) Installation

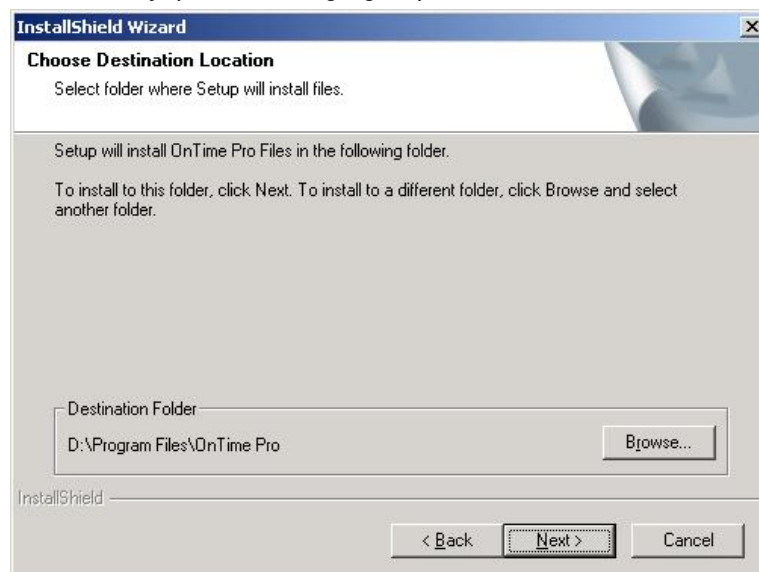
This option installs the OnTime Pro application and database on a single computer; access to the database is not possible from any other computer.

To perform the Typical (local) installation do the following:

- 1 Select **Typical** in the Setup Type window (see following figure)



- 2 Click **Next**
- 3 Specify OnTime Pro files (including OnTime Pro database) target directory (see following figure)



- 4 Click **Next**
- 5 Wait for installation of selected components

3.3. DEFINING PASSWORDS FOR USER/SUPERVISOR

Due to the sensitive nature of the information handled by OnTimePro, it is recommended to password-protect it from being accessed by unauthorized users.

OnTimePro supports two authorization levels:

- **Supervisor** - allowing access to all options. At least one supervisor password must be defined, to enable password-protection.
- **User** - allowing access to some of the options, excluding InTagral configuration, Database setting and Maintenance operations.

It is possible (although it is not recommended) to disable password protection, simply by not defining any passwords.

The first time you run OnTimePro, the following dialog box opens:



Configuring OnTimePro to work without passwords (not recommended):

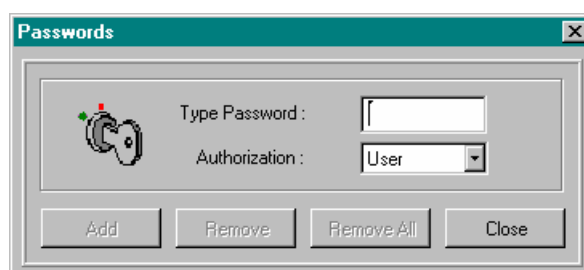
- Clear the bottom left check box.
- Click **Close** to start OnTimePro.

Accessing OnTimePro now, and postponing password definition until later:

- Check the bottom left check box.
- Click Close to start OnTimePro.

Defining passwords:

- Click **Passwords**. The following dialog box opens:



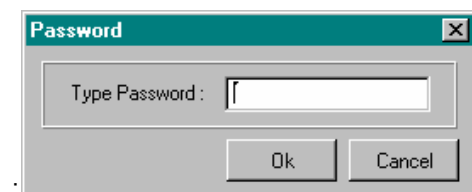
This dialog box enables you to:

- Add user/supervisor to the authorization list (see Paragraph 3.3.1)
- Remove user/supervisor from the authorization list (see Paragraph 3.3.2)

- Purge the authorization list to allow free access to all (see Paragraph 3.3.3)

Add/remove passwords as necessary, then click **Close** to start OnTimePro:

- If the authorization list is empty, OnTimePro starts without password protection. This means that all OnTimePro's options are accessible to all users.
- If the authorization list contains only User passwords, you will be requested to define at least one supervisor before starting the OnTimePro system.
- If the authorization list contains at least one Supervisor password, the following dialog box opens

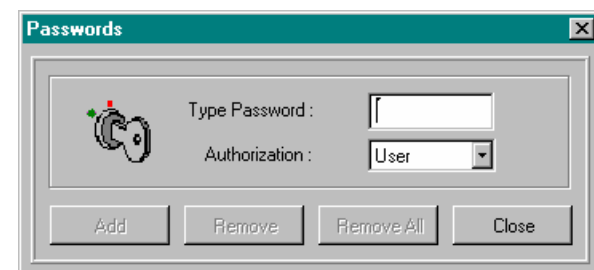


Type a password to start OnTimePro. Entering with a "User" password disables the following options: **Database**, **Setup**, **Edit Data** and **Maintenance**.

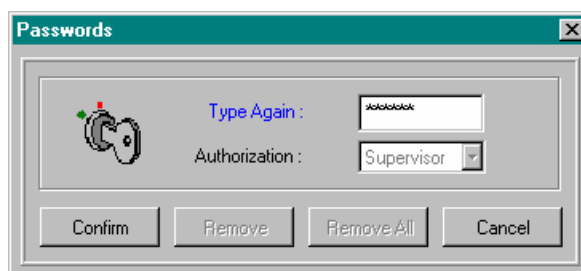
NOTE

*Authorized supervisors can handle the authorization list at any time, through the **Define Password** option in the **Maintenance** window (see Chapter 9 for details).*

3.3.1. Adding a User / Administrator to the Authorization List

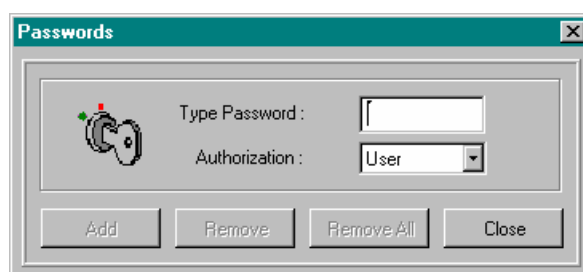


- 1 Enter a password of at least 4 characters into the **Type Password** field.
- 2 Select the password's authorization level (User or Administrator) from the Authorization drop-down list.
- 3 Click Add. A confirmation dialog box opens:



- 4 Enter the password again and click Confirm. The new user/supervisor password is added to the authorization list.

3.3.2. Deleting a User / Administrator from the Authorization List



- 1 Enter the password to be deleted into the Type Password box.
- 2 Click Remove. If the password exists, a confirmation box opens.
- 3 Enter the password again and click Confirm.
The user/supervisor password is removed from the authorization list.

3.3.3. Removing all Users

In the Passwords dialog box, click **Remove All**.
The authorization list is purged.

3.4. GUIDED TOUR THROUGH ONTIMEPRO

The purpose of this section is to familiarize you with the system by guiding you through some routine operations such as: employee definition, punching a card, loading data from InTagral to PC and producing a report.

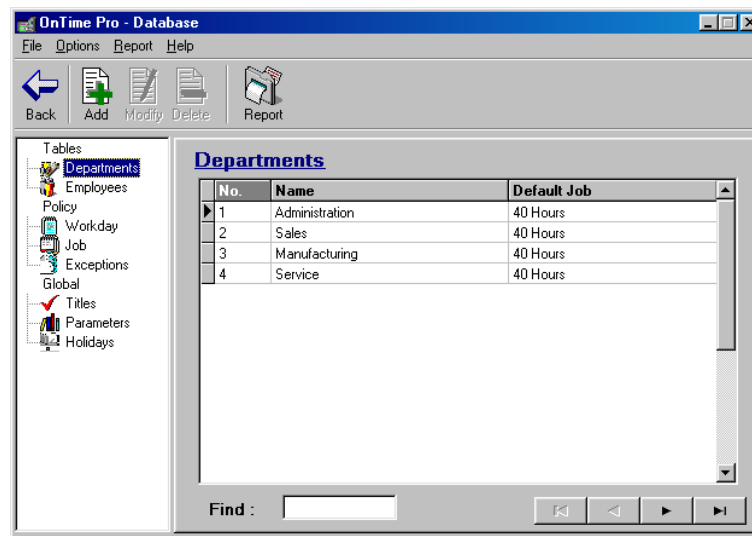
THE TOUR STARTS HERE:

Start at OnTimePro's main window:

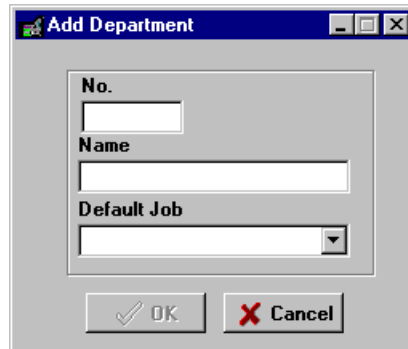


First we shall define a department in the company:

- Click .
The Database window opens:



- Click .
The Add Department dialog box opens:



Add Department

No.

Name

Default Job

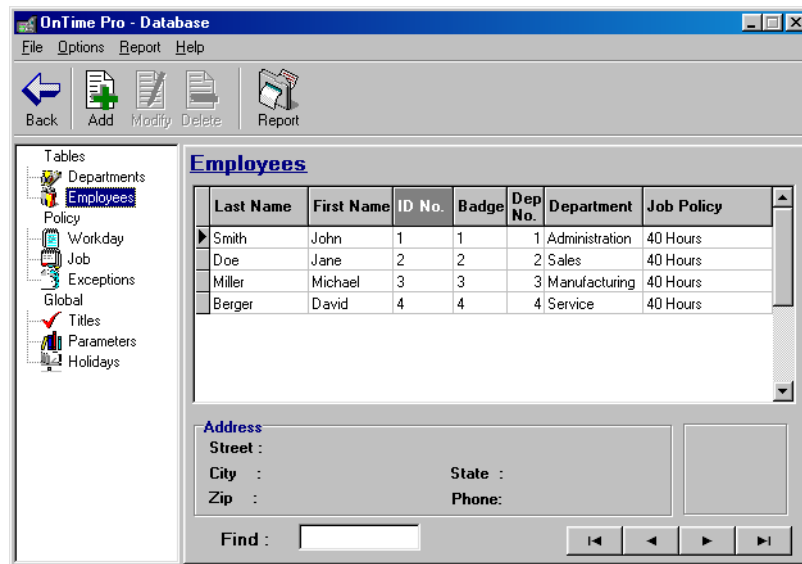
OK Cancel

- In the No. field, enter 1.
- In the Name field enter a department name in your company (for example: Sales).
- From the Default Job pull-down menu, select 40 HOURS (the only preset option available).
- Click on the OK button.

Now that one of the departments has been defined, you can define an employee into that department.

To define an employee:

Select **Employees** from the **Database Folder List** on the left. The currently defined employees are displayed in the **Employees** list. The Database window will now appear as follows:



OnTime Pro - Database

File Options Report Help

Back Add Modify Delete Report

Tables

- Departments
- Employees**
- Policy
- Workday
- Job
- Exceptions
- Global
- Titles
- Parameters
- Holidays

Employees

Last Name	First Name	ID No.	Badge	Dep No.	Department	Job Policy
Smith	John	1	1	1	Administration	40 Hours
Doe	Jane	2	2	2	Sales	40 Hours
Miller	Michael	3	3	3	Manufacturing	40 Hours
Berger	David	4	4	4	Service	40 Hours

Address

Street :
 City : State :
 Zip : Phone:

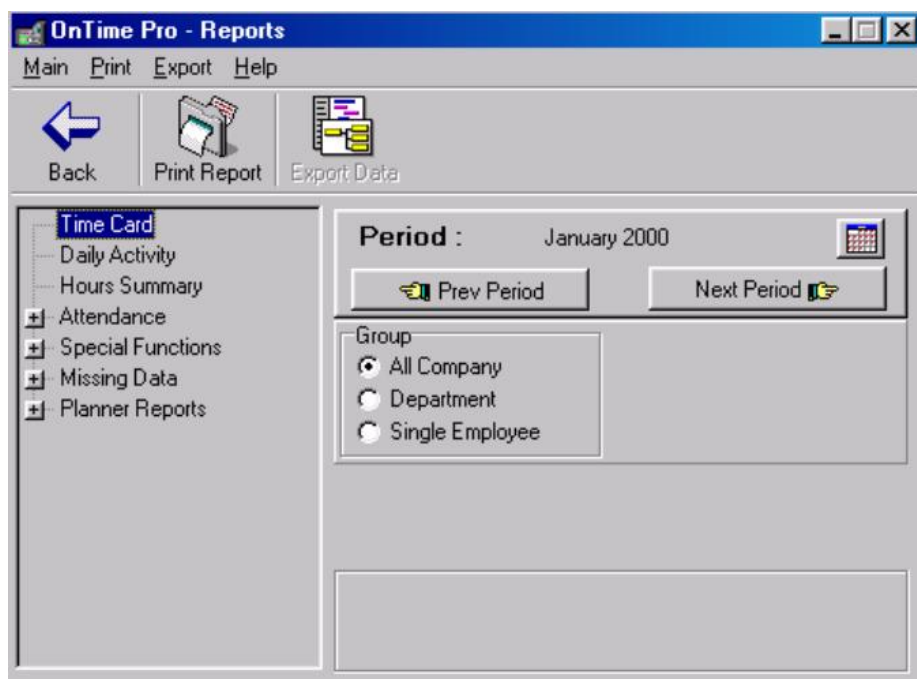
Find :

Navigation buttons: First, Previous, Next, Last

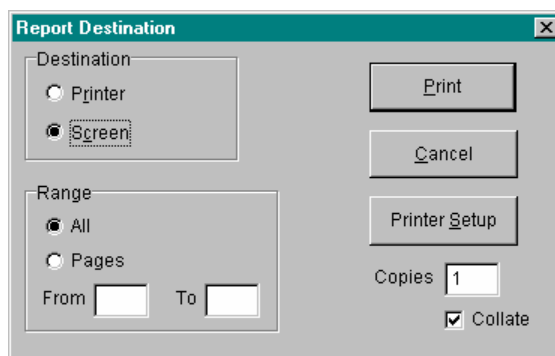
- Click . The following window opens:

- In the Last Name, First Name fields, enter your full name.
- In the Employee Number field, enter your employee number, as registered in the company files (for the purpose of this tour, you may enter any number you like).
- In the Badge field, type 1. This means that badge number 001 is assigned to you.
- Choose a department from the Department field in the Job Assignment box.
- Choose one or more clocks to be assigned to this Employee.
- Click OK.
Your name is added to the employee list.
- From OnTime Pro main window, click  (Reports). The following window opens.

:



- Click  (Print Report). The following window opens:



- Click Print. The report will be displayed on the screen, or printed out on your printer, depending on the option chosen in the Destination box.

Chapter 4

ATTENDANCE CALCULATION POLICY

4.1. INTRODUCTION

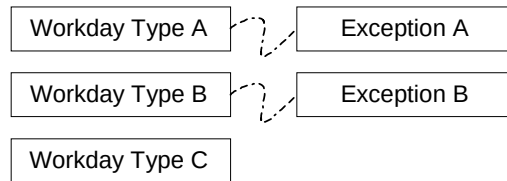
Attendance Calculation Policy is a set of rules for the computation of normal and overtime working hours, per pay period, of each individual employee.

The process of defining the company's policy is as following: (also refer to the drawing on the next page):

Stage 1: Analyzing the different workday types practiced in the company. Workdays may differ by shift length, overtime calculations, lunch break and hour-limitations. All the different workday types must be defined. These are the building blocks of the policy! The policy for a particular day may be manually modified. Defining an exception table can automate this process.

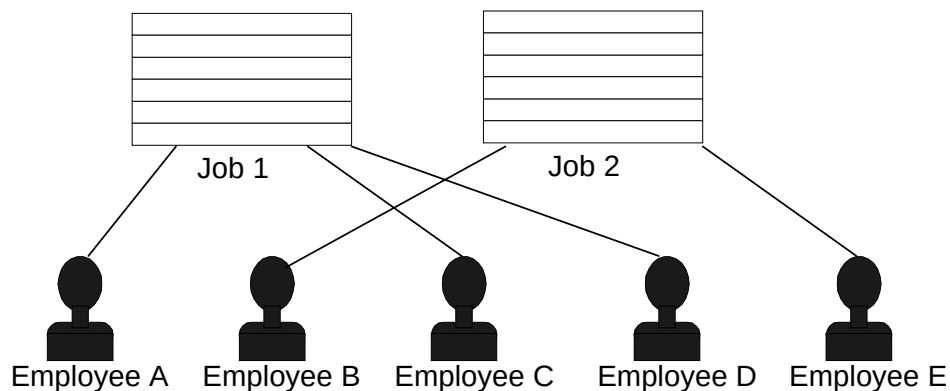
Stage 2: Using the workday types to assemble different job types, by applying the appropriate workday type to each day of the week (see Paragraph 4.3). Each job type defines a different policy, to be applied to specific employees.

Stage 3: Associating each employee with the suitable job type.

Stage 1: Define workday types and exceptions:

Stage 2: Define job types:

Sun.	Workday Type A	Sun.	Workday Type C
Mon.	Workday Type A	Mon.	Workday Type C
Tue.	Workday Type A	Tue.	Workday Type C
Wed.	Workday Type B	Wed.	Workday Type B
Thu.	Workday Type A	Thu.	Workday Type B
Fri.	Workday Type C	Fri.	Workday Type A

Job 1 Job 2

Stage 3: Associate employees with job types:


4.1.1. Handling Overtime Hours

TERMS AND NOTATIONS TABLE

TERM	DESCRIPTION
STANDARD HOURS	The number of work hours normally expected during a certain workday type.
ABSENCE HOURS	The difference between "Standard Hours" and the actual number of daily working hours. Absence hours may or may not be deducted from the overtime hours.

TOTAL ABSENCE	The total number (per period) of absence hours to be deducted from overtime hours.
OVERTIME HOURS	Working hours that either exceed the quota for the corresponding overtime level, or have been recorded during "special" times of the day (very early or very late).
OVERTIME LEVELS	Overtime hours may be partitioned to several levels, which will be differently compensated later. OnTimePro supports up to 3 overtime levels.
ABSENCE DEDUCTION	The deduction of absence hours from overtime hours. The level 3-overtime hours are the first to be deducted. Then level 2-hours and finally (if necessary) level1 hours.
IMMUNE OVERTIME HOURS	Overtime hours that will not be deducted, regardless of the number of absence hours.

OVERTIME HANDLING

Overtime hours are handled according to the method defined for the employee's Job type.

A Job type may be set to either disable or enable overtime calculations.

If enabled, the overtime calculations are performed for each weekday, according to the corresponding Workday type, as follows:

Work hours that exceed the limit set by this Workday type are purged.

Work hours recorded at "special hours" are allocated to the corresponding overtime level.

The remaining work hours are partitioned into regular hours and overtime levels according to the quotas defined for this Workday type.

In addition to overtime calculation on a daily basis, You may specify work hour quotas for the full pay period (i.e. overtime on a weekly or monthly basis). The total number of regular hours accumulated per period can be partitioned into regular hours and overtime levels; according to quotas defined for the job type.

ABSENCE DEDUCTION:

A Workday type may or may not enable Absence Deduction. For each weekday of a type that enables Absence Deduction, the absence hours (if any) are added to the period total. These hours will be deducted from the total number of overtime hours.

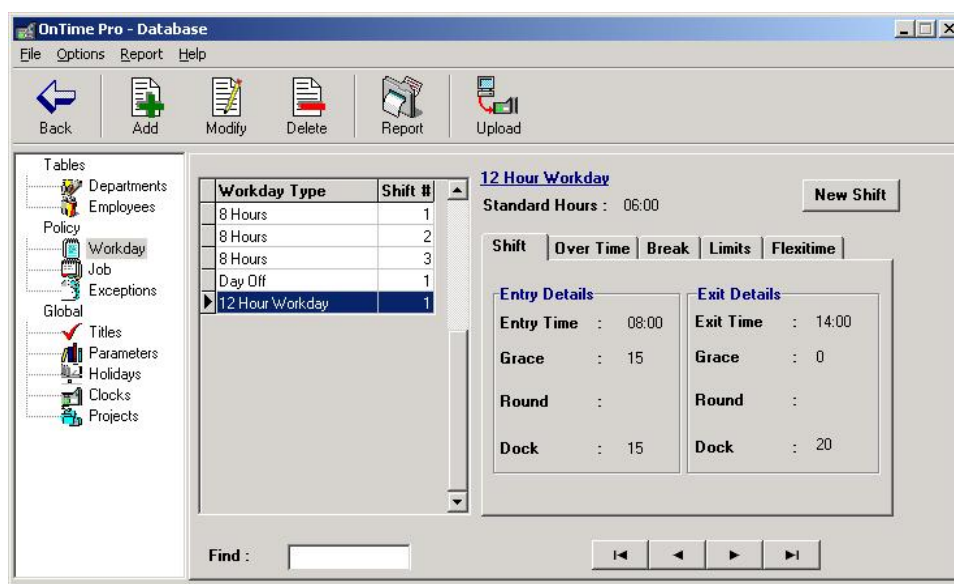
(Some overtime allocations can be made "immune" to deductions).

4.2. DEFINING WORKDAY TYPES

4.2.1. About Workday Types

In most companies, one can distinguish several workday types: regular day, night shift, holiday and so on. Workday types differ by shift length, overtime calculations, lunch break and hour-limitations. Once you establish the company's workday types, you can use them as building blocks to assemble any job type (see Paragraph 4.3) practiced in your company.

To access the Workday options, click the Database button  on the OnTime Pro main screen. The Database window opens:



- 1 Select **Workday** from the **menu tree** on the left side. The currently defined workday types are displayed in the **Workday list** section (middle section).
- 2 To view the properties of a specific Workday, or a workday's specific Shift (available only on OnTime Pro Extra) click that Workday (or Workday's specific Shift) in the **Workday list** section. The Workday, or Workday's Shift properties appear in the window's right section.

NOTE

See Paragraph 4.2.4 for modifying, adding or deleting workday types.

4.2.2. Workday Properties

Two mandatory properties define a workday type. These are:

- **Workday Description:** The name for this Workday type.

- **Standard Hours:** The number of work hours normally expected during this workday. This will be used in case the employee is to be awarded regular work hours (regardless of In/Out punches) and for calculating absence time.

Other workday properties are optional. These properties are organized in four tabs: **Shift**, **Over Time**, **Break** and **Limits**, as explained below.

4.2.2.1. Shift Tab

The parameters in this tab define the expected hours for entry and exit, along with rounding rules. Aside from rounding, the Entry Time is also required to produce the tardiness report.

Usually the interval between Entry Time and Exit Time will be equal to Standard Hours (the number of working-hours required daily). While this may not always be the case, it makes no difference since Entry Time and Exit Time do not affect the overtime calculations.

Shift	Over Time	Break	Limits
Entry Details Exit Details			
Entry Time : 08:00		Exit Time : 17:00	
Grace : 0		Grace : 0	
Round : 0		Round : 0	
Dock : 0		Dock : 0	

This tab contains the following information:

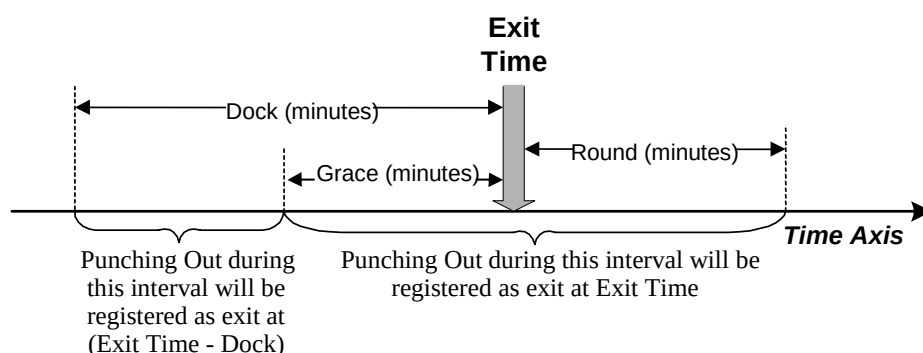
ENTRY DETAILS

- **Entry Time:** Shift starting hour. Punch In is expected at this time. The following parameters **Grace**, **Round** and **Dock** all relate to this time.
- **Grace:** Tolerated delay (in minutes). Punching In at any time between **Entry Time** and (**Entry Time** + **Grace**) will be registered as entry at **Entry Time**.
- **Round:** Unauthorized early arrival (in minutes). Punching In at any time between (**Entry Time** - **Round**) and **Entry Time** will be registered as entry at **Entry Time**.
- **Dock:** Unacceptable delay (in minutes). Punching In at any time between **Grace** and **Dock** will be registered as entry at (**Entry Time** + **Dock**).

EXIT DETAILS

- **Exit Time:** Shift ending hour. Punch Out is expected at this time, The following parameters **Grace**, **Round** and **Dock** all relate to this time (see drawing below).

- **Grace**: Tolerated early departure (in minutes). Punching Out at any time between **(Exit Time - Grace)** and **Exit Time** will be registered as exit at **Exit Time**.
- **Round**: Unregistered late departure (in minutes). Punching Out at any time between **Exit Time** and **(Exit Time + Round)** will be registered as exit at **Exit Time**.
- **Dock**: Un-tolerated early departure (in minutes). Punching Out at any time between **Dock** and **Grace** will be registered as exit at **(Exit Time - Dock)**.



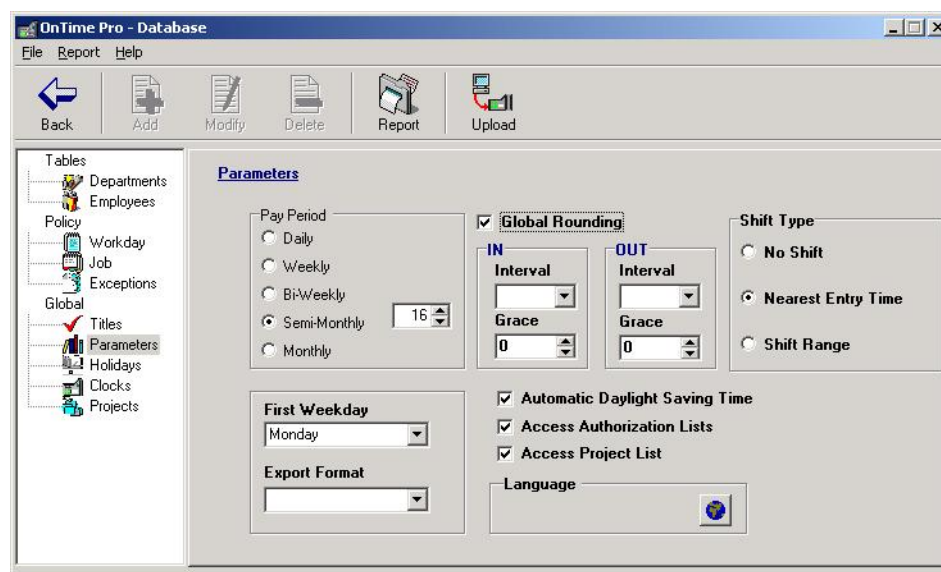
4.2.2.2. Shift Type (OnTime Pro Extra)

OnTime Pro Extra allows creating up to three different Shifts per Workday.

To enable Multiple Shift mode:

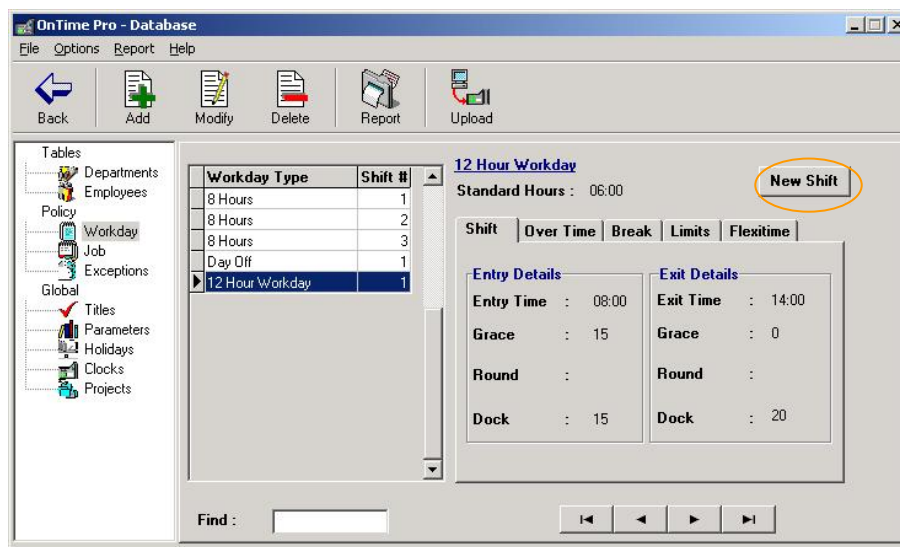
- 1 Click **Database** in the application's main screen.
- 2 Select **Parameters** in menu tree on the left.

The following screen is displayed:



- 3 In the **Shift Type** section (see arrow above) select one of the following:

- **No Shift** – Disables Multiple Shift mode. Only one shift created per day. The **New Shift** button **disappears** in the **WorkDay** window.



- **Nearest Entry Time** - Enables Multiple Shift mode. Up to three Shifts allowed per day The **New Shift** button **appears** in the **WorkDay** window. In this Multiple Shift mode, when an employee punches IN, the application associates them with the nearest defined Shift. For example: When Shift #1 is defined between 8:00AM and 4:00PM, an employee punching in at 11:59AM will be registered as belonging to Shift #1, while an employee punching in at 12:01PM will be registered as belonging to Shift #2.

Shift Range - Enables Multiple Shift mode. Up to three Shifts allowed per day The **New Shift** button **appears** in the **WorkDay** window. In this Multiple Shift mode, when an employee punches IN, the application registers them as belonging to the current Shift.

4.2.2.3. Overtime Tab

The Overtime parameters define the Workday's rules for partitioning work hours into regular or overtime hours.

Standard Hours : 08:00

Shift Over Time Break Limits

☒ Over Time ☐ Deduct Absence

	Level 1	Level 2	Level 3	Immune Hours
Hours Quota	08:00	12:00	16:00	☒
Special Hours Work Before Work After				☐

This tab contains the following information:

Over Time: Checking this box enables overtime calculations and displays the Overtime Table (see below).

Deduct Absence: Checking this box indicates that absence hours, registered during workdays of this type, will be deducted from the deductible overtime hours pool. (All overtime hours are deductible, unless immunized by checking the **Immune Hours** box in the Overtime Table.)

The **Overtime Table:** This table provides parameters for calculating the number of overtime hours, to be registered on each overtime level (see note below).

- **Hours Quota:** This row defines a base line for overtime calculations. Each additional hour is considered as overtime of the corresponding level. Checking the corresponding **Immune Hours** box prevents the deduction of absence hours from these overtime-hours, even if the **Deduct Absence** box is checked.

EXAMPLE

In case of the Overtime table above, a 16-hour working day will be registered as: 8 regular hours, 2 hours of 125% , 2 hours of 150% and 4 hours of 175%. The **Immune Hours** box in the first row is checked. Therefore, at the end of the pay-period, these hours will still be considered as overtime hours, regardless of the number of absence hours that may have accumulated.

- **Special Hours:** This row defines working hours, recorded at unusual times of the day (very early or very late), as overtime.
 - **Work Before:** Any working hour recorded before the specified hour is considered as overtime of the corresponding level.
 - **Work After:** Any working hour recorded after the specified hour is considered as overtime of the corresponding level.

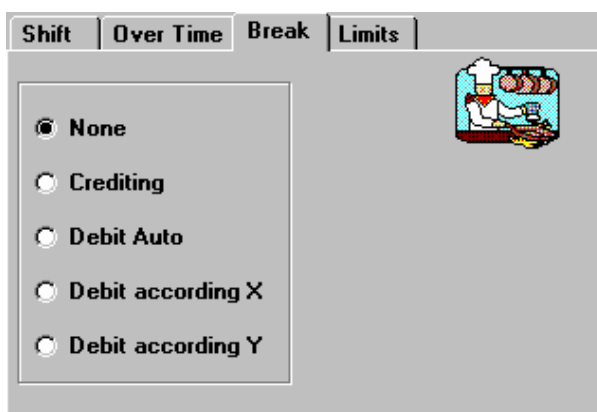
- **Selecting the corresponding Immune Hours box prevents the deduction of absence hours from these overtime-hours, even if the Deduct Absence box is checked.**

NOTE

OnTimePro enables definition of up to three overtime levels. A title can be chosen for each level (e.g. "125%" for level 1). Titles do not affect the actual computation of overtime hours.

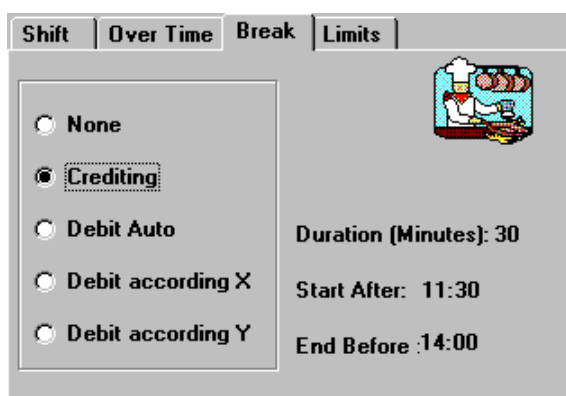
4.2.2.4. Break Tab

The parameters in this tab define the method of registering lunch breaks.



The lunch break method options are:

- **None:** No special calculations are made. The duration between punching **Out** and **In** is not included in the work hours.
- **Crediting:** Employees are expected to punch **Out** when taking the break and punch **In** on their return. Up to a specified duration between punches is credited as working time.



- **Duration:** Maximum duration allowed. The rest of the break duration (if any) is not credited.
- **Start After, End Before:** A break is expected within this interval. No credit will be granted for time-out taken before or after this interval.

- **Debit Auto:** Employees do not punch Out for the break.
If work hours exceed **Auto After**, then the specified **Duration** will be deducted, automatically. (It is assumed that an employee who works fewer hours would not take a break).

Shift | Over Time | Break | Limits

☐ None
☐ Crediting
☒ Debit Auto
☐ Debit according X
☐ Debit according Y

Auto After :

Duration (Minutes): 30

- **Debit According to X:** Lunch break of the specified Duration will be deducted in case the InTagral's X button is pressed and the card is punched.
- **Debit According to Y:** Lunch break of the specified Duration will be deducted in case the InTagral's Y button is pushed and the card is punched.
- **Level 1 [Break1]:** The time specified in the break [Duration (minutes)] field is automatically deducted from the work hours specified in the Level 1 Auto After field. See figure below.
- **Level 2 [Break2]:** The time specified in the second break [Duration (minutes)] field is automatically deducted from the work hours specified in the Level 2 Auto After field. See figure below.

Modify WorkDay

Description: 8 Hours Shift #1

Standard Hours: 08:00

Shift | Over Time | Break | Limits | Flexitime

☐ None
☐ Crediting
☒ Debit Auto
☐ Debit on X
☐ Debit on Y

Level 1

Auto After: 04:00

Duration (Minutes): 30

Level 2

Auto After: 09:00

Duration (Minutes): 60

OK Cancel

4.2.2.5. Limits Tab

This tab sets limitations on the working hours allowed by the system.

Shift	Over Time	Break	Limits
Maximum Hours : Earliest Entry : Latest Exit : After Midnight :			

The information contained in this tab is as following:

- **Maximum Hours:** The maximum working hours (including overtime) allowed per day. Subsequent hours will not be registered.
- **Earliest Entry:** Time recorded before this hour will not be included in Work Hours.
- **Latest Exit:** Time recorded after this hour will not be included in Work Hours.
- **After Midnight:** Set this time if an Exit may occur after midnight. An Exit will be recognized as ending the previous workday if it is earlier than the time set here.

4.2.3. Flexitime (OnTime Pro Extra)

This option is available only on OnTime Pro Extra.

Flexitime is a scheme that allows employees flexibility in choosing their work hours within the accounting period. It enables employees to accumulate extra work hours and add them to their credit, or decide to miss work hours, which adds to their debit.

OnTime Pro Extra enables defining the following Flexitime variables:

- **Core Time** – This variable allows employer to set a daily period in which all employees **must** be at work (e.g. between 10:00 and 14:00). Core time values apply to the whole organization (cannot be set individually per-employee). OnTime Pro lets you setting two core times within the same working day.
- **Credit Hours** – This variable determines the number of hours allowed for an employee to **add to their credit within the accounting period**. Setting *Credit Hours* to X allows employee to **add up to X** hours above their defined accounting period work hours.
 For example, if an employee's Job Policy is a *40-hour workweek*, then setting *Credit Hours* to '10' allows employee to accumulate credit for up to 50 hours in the current accounting period (this workweek). Employee will lose hours worked **above** 50 (e.g. 53 work hours will be registered as

50 hours; employee loses three hours). This value is defined per employee.

- **Debit Hours** - This variable determines the number of hours allowed for an employee to **miss within the accounting period**. Setting *Debit Hours* to X allows employee to **miss up to** X hours below their defined accounting period work hours.
For example, if an employee's Job Policy is a *40-hour workweek*, then setting *Debit Hours* to '10' allows employee to work as little as 30 hours in the current accounting period (this workweek). Employee will owe employer for hours worked **below** 30 (e.g. 27 work hours will be registered as 30 hours; employee should be fined for three hours). This value is defined per employee.

NOTE

OnTime Pro Extra provides Flexitime reports at the end of every accounting period. It is not a payroll management application. It is the employer's responsibility to manage carry over times for each employee.

4.2.3.1. Enabling Flexitime

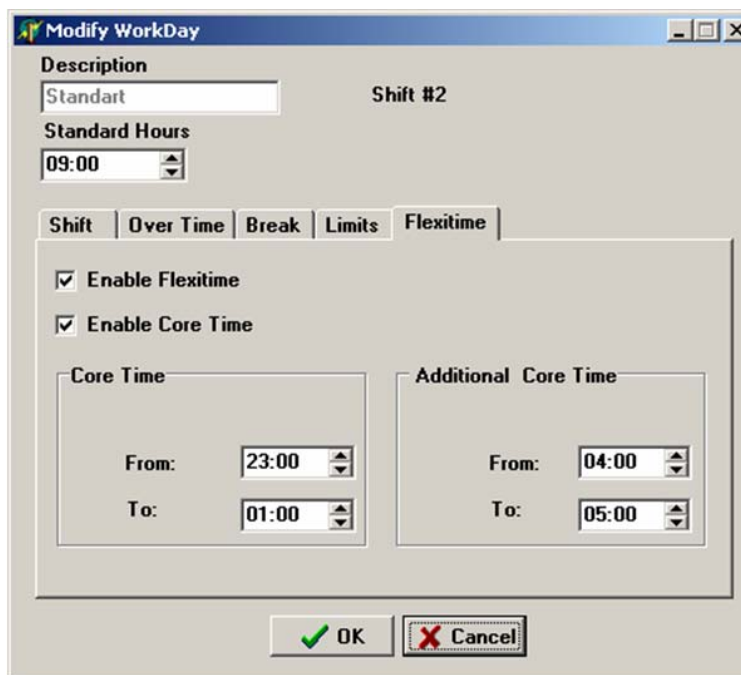
Enabling the Flexitime option is done for each defined Work Day or Shift separately. This means some Work Days can allow the Flexitime scheme, and some can prohibit it. This enables employer to decide, for example, to not allow Flexitime on Tuesdays, and allow it in all other weekdays.

NOTE

OnTime Pro Extra does not allow the Flexitime and Overtime options to be both active on the same Work Day.

To enable the Flexitime option:

- 1 Go to Database→Workday
- 2 Select a Work Day (or Shift) from the Work Day List section
- 3 Click the *Modify*  button; the *Modify Workday* window is displayed
- 4 Select the *Flexitime* tab
- 5 Check the *Enable Flexitime* checkbox to enable Flexitime for this defined Work Day or Shift



Modify WorkDay

Description: Standart Shift #2

Standard Hours: 09:00

Shift Over Time Break Limits Flexitime

☒ Enable Flexitime

☒ Enable Core Time

Core Time

From: 23:00 To: 01:00

Additional Core Time

From: 04:00 To: 05:00

OK Cancel

4.2.3.2. Enabling and setting Core Times

Enabling and setting the Core Time option is done for each defined Work Day or Shift separately.

To enable the Core Time option:

- 1 In the **Flexitime** tab of the **Modify Workday** dialog box, select the **Enable Core Time** option.

Modify WorkDay

Description: Standart Shift #2

Standard Hours: 09:00

Shift Over Time Break Limits Flexitime

☒ Enable Flexitime

☒ Enable Core Time

Core Time

From: 23:00 To: 01:00

Additional Core Time

From: 04:00 To: 05:00

OK Cancel

You can set two core times within the same day.

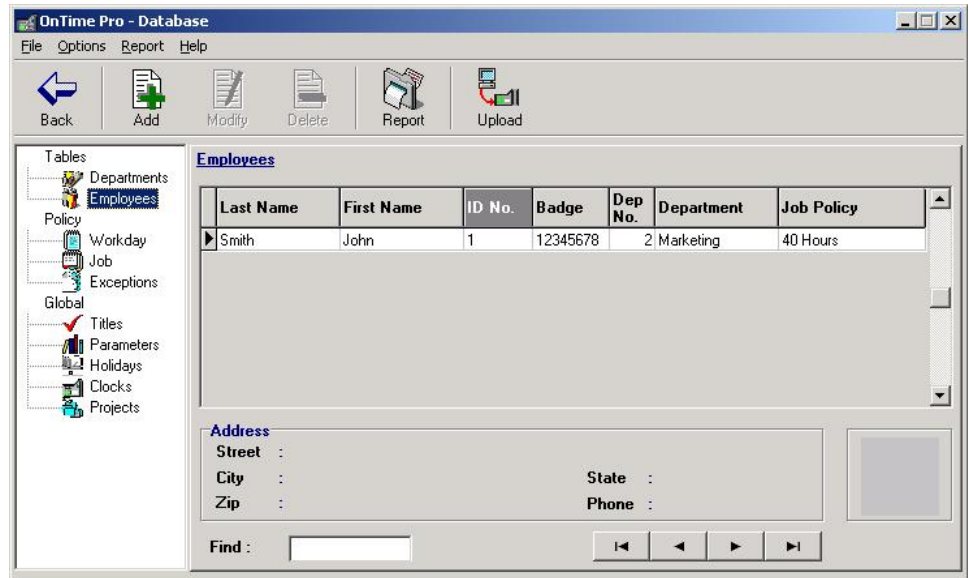
- 2 In the Core Time section, set the first core time values for this Work Day (or Shift).
- 3 Set the *From* parameter to determine the required **start** time of the Core Time; use up/down arrows, or simply type in the time (in 24HRS format)
- 4 Set the *To* parameter to determine the required **end** time of the Core Time; use up/down arrows, or simply type in the time(in 24HRS format)
- 5 Repeat the above operations to set the Additional Core Time From and To values as well.

4.2.3.3. Setting Credit & Debit Hours

Setting the *Credit Hours* (and *Debit Hours*) parameter is done per employee.

To set the Credit Hours for a specific employee:

- 1 In the OnTime Pro Extra main window, click **Database**
- 2 In the *Database* menu tree select **Employees**; the following window is displayed:



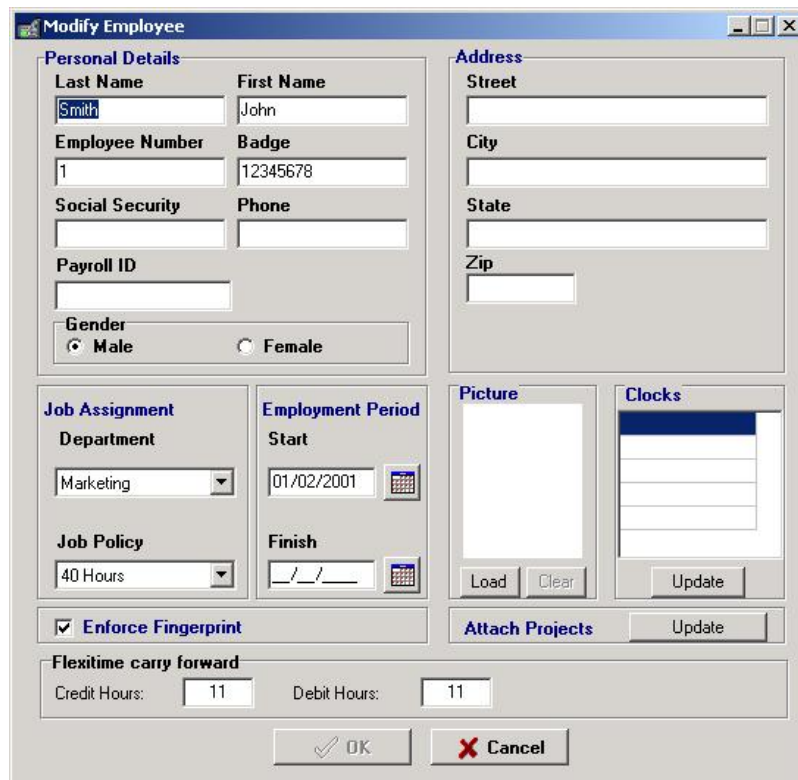
The screenshot shows the 'OnTime Pro - Database' application window. The 'Employees' table is selected in the left-hand 'Tables' pane. The main window displays a table with the following data:

Last Name	First Name	ID No.	Badge	Dep No.	Department	Job Policy
Smith	John	1	12345678	2	Marketing	40 Hours

Below the table, there is an 'Address' section with fields for Street, City, State, Zip, and Phone. A 'Find' field and navigation buttons are at the bottom.

2 Select an employee from the Employees List

3 Click the  button; the following window is displayed:



The screenshot shows the 'Modify Employee' window. It contains several sections for editing employee information:

- Personal Details:** Fields for Last Name (Smith), First Name (John), Employee Number (1), Badge (12345678), Social Security, Phone, Payroll ID, and Gender (Male selected).
- Address:** Fields for Street, City, State, and Zip.
- Job Assignment:** Department (Marketing) and Job Policy (40 Hours) dropdown menus.
- Employment Period:** Start date (01/02/2001) and Finish date fields.
- Picture:** A field for the employee's picture with Load and Clear buttons.
- Clocks:** A table for recording clock times with an Update button.
- Enforce Fingerprint:** A checked checkbox.
- Attach Projects:** A button to attach projects.
- Flexitime carry forward:** Credit Hours (11) and Debit Hours (11) fields.

At the bottom are OK and Cancel buttons.

4 In the *Flexitime carry forward* section (see arrows above), type in the number of:

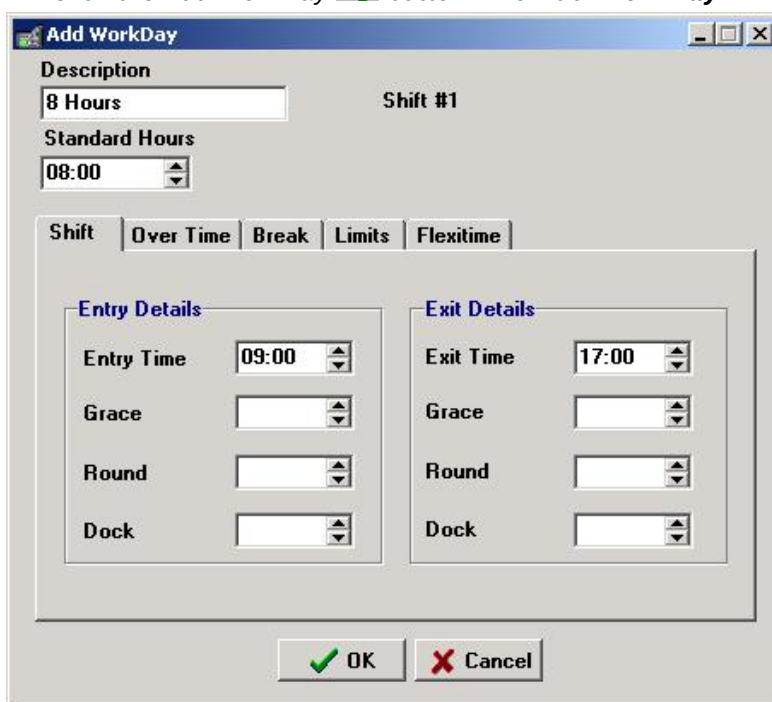
- Credit Hours to set the maximum carry forward Credit Hours
- Debit Hours to set the maximum carry forward Debit Hours

5 Click **OK**; the Credit Hours and Debit Hours are now set for the employee

4.2.4. Adding Deleting or Editing Workday Types

4.2.4.1. Adding a New Workday Type

1 Click the *Add WorkDay*  button. The **Add WorkDay** window opens:



- 2 Set the workday properties as desired. See Paragraph 4.2.2 for properties description.
- 3 Click **OK** to accept the new workday type; or click **Cancel** to cancel addition.

NOTE

*Only the **OnTime Pro Extra** supports up to three different Shifts per Workday. When adding a Workday type in the OnTime Pro Extra, when Multiple Shift mode is enabled (see Paragraph 04.2.2.2), the application automatically first defines the Workday's '**Shift #1**' (see arrow in figure above).*

4.2.4.2. Modifying a Workday Type's Properties

- 1 Select the workday to modify.
- 2 Click the *Modify*  button. The Modify Workday window (identical in form to the Add WorkDay window) opens.
- 3 Modify workday properties as desired. See Paragraph 4.2.2 for details about each property.
- 4 Click **OK** to accept the changes just made, or click **Cancel** to revert to the workday's original setting.

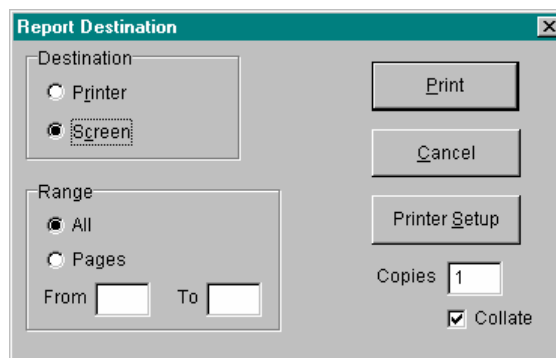
4.2.4.3. Deleting a Workday Type

- 1 Select the workday to be deleted.
- 2 Click . A warning is presented.
- 3 Click OK to confirm deletion.
- 4 The system checks for Job types (see Paragraph 4.3) that utilize this workday type. If there are none, the workday is deleted. Otherwise, deletion is canceled.

4.2.5. Printing a Workday Report

PRINTING / DISPLAYING A SUMMARY OF WORKDAY PROPERTIES:

- 1 Click . The printing dialog box opens:



- 2 In the **Destination** box, select *Printer* to print the report, or *Screen* to display it on screen.
- 3 If you chose to print the report, enter the number of copies in the **Copies** field. (The **Range** box and the **Collate** field are irrelevant in this case, since this report is only one page long.)
- 4 To setup your printer before printing, click **Printer Setup**.
- 5 Click **Print** to start printing/displaying the report.

4.3. DEFINING JOB TYPES

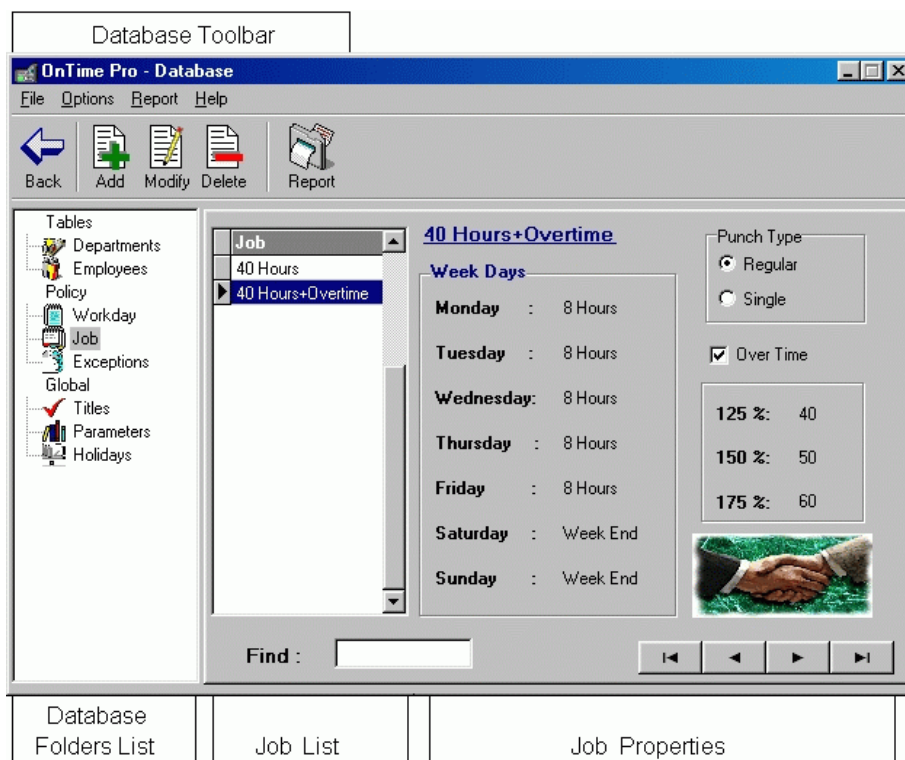
4.3.1. About Job Types

Once you establish the company's workday types, you can use them as building blocks to assemble different job types such as: part-time job, full-time job, etc.

You define a Job type by defining the workday type to be applied on each weekday, determining whether to enable overtime calculations, and selecting between punching once a day and punching In and Out.

The job types are managed via the Database option, as follows:

From the main window, click . The Database window opens:



- 1 Select **Job** from the **Database Folder List** on the left. The currently defined job types are displayed on the **Job** list.
- 2 Select a job from the job list to **view** its properties on the right pane.

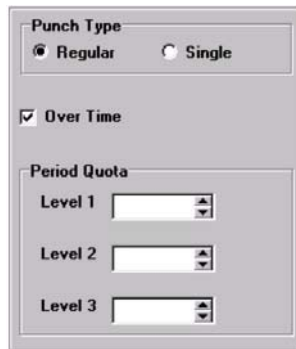
NOTE

Modifying, adding or deleting job types are explained in paragraph 4.3.3.

4.3.2. The Job Properties

The job properties are:

- Job Description.
- **Week Days:** defining the policy (workday type) to be applied on each weekday.
- Punch Type:
 - **Regular:** the employee is expected to punch In upon entry and Out upon exit. The work hours are calculated as the interval between In and Out.
 - **Single:** the employee punches once a day, to signify his or her presence. A "present" employee is credited for Standard working hours.
- **Overtime:** enable / disable overtime computations. If checked, overtime hours of each weekday will be computed according to the corresponding Workday type. In addition, it is possible to use the **Period Quota** box (in the Job Modify form) to define overtime quotas per period: the total number of regular hours accumulated during the period will be re-partitioned to regular and overtime hours, according to these quotas.



4.3.3. Adding, Deleting and Editing a Job Type

4.3.3.1. Adding a New Job Type

- 1 Click . The Add Job window (which is identical to the Modify Job window, see next) opens.
- 2 Set the job properties as desired. Refer to section 4.3.2 for details about each property.
- 3 Click OK to accept the new job type; OR Click Cancel to cancel addition.

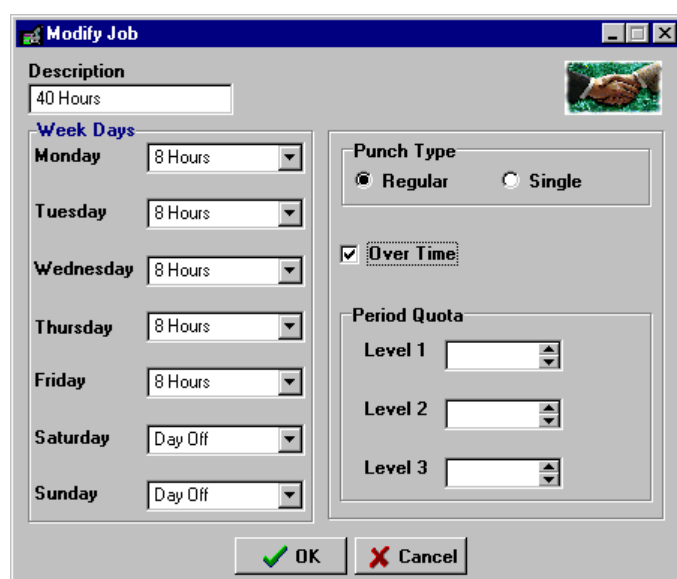
4.3.3.2. Deleting a Job Type

- 1 Select the job to be deleted.
- 2 Click . A confirmation dialog box opens.
- 3 Click OK to confirm deletion.

- 4 The system checks for employees associated with this job type. If there are none, the job is deleted. Otherwise, deletion is canceled.

4.3.3.3. Modifying a Job Type's Properties

- 1 Select the job to be modified.
- 2 Click .
- 3 If this job type is currently associated with any employees, a warning will be presented. Click OK to modify the job anyway, or Cancel to leave it as it is.
- 4 The Modify Job window opens:

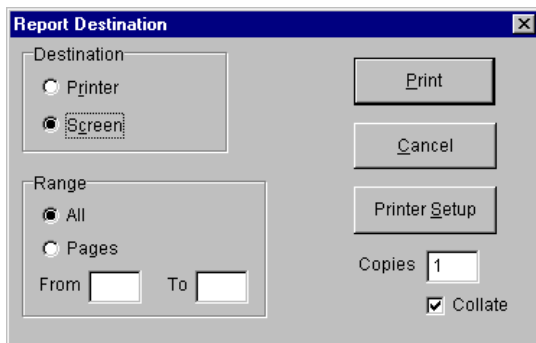


- 5 Modify the job's properties as desired. Refer to paragraph 4.3.2 for details about each property.
- 6 Click OK to accept the changes you have just made; OR
Click Cancel to revert to the job's original setting.

4.3.4. Printing a Job Report

4.3.4.1. Printing/Displaying a summary of the Job's properties:

- 1 Select the Job to be printed from the Job List.
- 2 Click . The printing dialog box opens.



The dialog box titled "Report Destination" contains the following controls:

- Destination:** Radio buttons for "Printer" and "Screen". "Screen" is selected.
- Range:** Radio buttons for "All" and "Pages". "All" is selected. Below are "From" and "To" input fields.
- Copies:** A text box containing the number "1".
- Collate:** A checked checkbox.
- Buttons:** "Print", "Cancel", and "Printer Setup".

- 3 In the **Destination** box, select **Printer** to print the report, or **Screen** to display it on screen.
- 4 If you chose to print the report, enter the number of copies in the **Copies** field. (**Range** and **Collate** are irrelevant in this case, since this report is only one page long.)
- 5 To setup your printer before printing, click **Printer Setup**.
- 6 Click **Print** to start printing/displaying the report.

ACME Industries Ltd.	Page : 1	Date : 27/11/2000														
Job Policy Report																
Job Title : 40 Hours Punch Type : Regular Period Quota : None																
<u>Week Days</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Monday</th> <th style="text-align: left; padding: 5px;">Tuesday</th> <th style="text-align: left; padding: 5px;">Wednesday</th> <th style="text-align: left; padding: 5px;">Thursday</th> <th style="text-align: left; padding: 5px;">Friday</th> <th style="text-align: left; padding: 5px;">Saturday</th> <th style="text-align: left; padding: 5px;">Sunday</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">8 Hours</td> <td style="padding: 5px;">8 Hours</td> <td style="padding: 5px;">8 Hours</td> <td style="padding: 5px;">8 Hours</td> <td style="padding: 5px;">8 Hours</td> <td style="padding: 5px;">Week End</td> <td style="padding: 5px;">Week End</td> </tr> </tbody> </table>			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	Week End	Week End
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday										
8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	Week End	Week End										

4.3.5. Examples of Different Job Types

4.3.5.1. Example 1

An employee works 5 days a week (Monday to Friday), 9 hours a day. Work-hours that exceed the 9-hour quota are registered as level-1 overtime. Work-hours after 22:00 are considered as level-2 overtime. Each work-hour registered on Sundays or Saturdays is considered as level-3 overtime.

ESTABLISHING A SUITABLE JOB POLICY:

- 1 Establish a Workday type for the regular weekdays (Monday to Friday):

Add WorkDay

Description: Regular

Standard Hours: 08:00

Shift | **Over Time** | Break | Limits

☒ Over Time ☐ Deduct absence

	Level 1	Level 2	Level 3	Immune Hours
Hours Quota				☐
Special Hours:				
Work Before				☐
Work After				

OK Cancel

2 Establish a Workday type for Sunday and Saturday:

Add WorkDay

Description: Sat/Sun

Standard Hours: 00:00

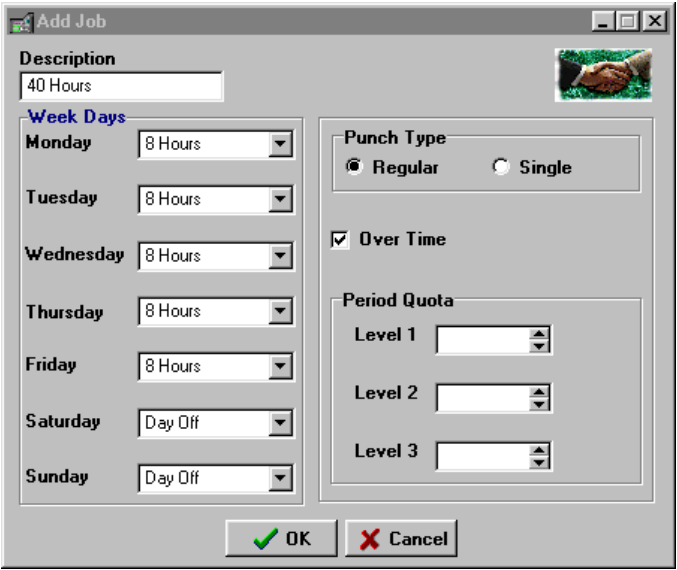
Shift | **Over Time** | Break | Limits

☒ Over Time ☐ Deduct absence

	Level 1	Level 2	Level 3	Immune Hours
Hours Quota			00:00	☐
Special Hours:				
Work Before				☐
Work After				

OK Cancel

3 Establish a Job using the above Workday types:



The 'Add Job' dialog box contains the following fields and controls:

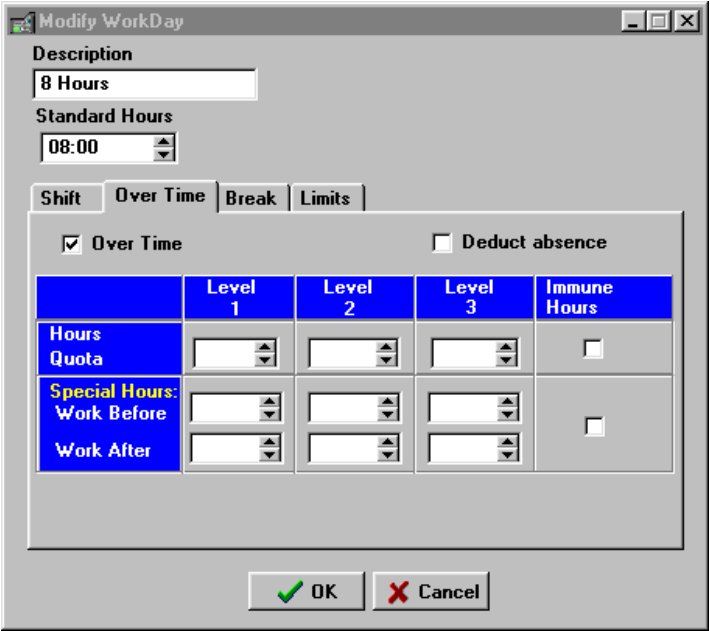
- Description:** Text box containing '40 Hours'.
- Week Days:** A list of days from Monday to Sunday, each with a dropdown menu. Monday through Friday are set to '8 Hours', Saturday and Sunday are set to 'Day Off'.
- Punch Type:** Radio buttons for 'Regular' (selected) and 'Single'.
- Over Time:** A checked checkbox.
- Period Quota:** Three stacked numeric input fields labeled 'Level 1', 'Level 2', and 'Level 3'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

4.3.5.2. Example 2

The same as example 1. Absence hours on weekdays (Monday to Friday) are deducted. Overtime hours on Saturday or Sunday are immune to deduction.

ESTABLISHING A SUITABLE JOB POLICY:

- 1 Establish a Workday type for the regular weekdays (Monday to Friday):



The 'Modify WorkDay' dialog box contains the following fields and controls:

- Description:** Text box containing '8 Hours'.
- Standard Hours:** Time selection box set to '08:00'.
- Tabs:** 'Shift', 'Over Time', 'Break', and 'Limits'. The 'Over Time' tab is selected.
- Over Time:** A checked checkbox.
- Deduct absence:** An unchecked checkbox.
- Table:** A table with 5 columns: 'Hours Quota', 'Level 1', 'Level 2', 'Level 3', and 'Immune Hours'. The first three columns have numeric input fields, and the last column has a checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

	Level 1	Level 2	Level 3	Immune Hours
Hours Quota				☐
Special Hours:				
Work Before				☐
Work After				☐

- 2 Establish a Workday type for Sunday and Saturday:

Add WorkDay

Description:

Standard Hours:

Shift | Over Time | Break | Limits

☒ Over Time ☐ Deduct absence

	Level 1	Level 2	Level 3	Immune Hours
Hours Quota				☐
Special Hours: Work Before				☐
Work After				☐

☒ OK ☐ Cancel

3 Establish a Job using the above Workday types:

Add Job

Description:

Week Days

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Punch Type

☒ Regular ☐ Single

☐ Over Time

☒ OK ☐ Cancel

4.4. DEFINING EXCEPTIONS

This section describes how to define exceptions in the system.

To learn more about the use of exceptions for editing data, see Maintenance.

- About Exceptions
- Define an Exception

- Add an Exception
- Delete an Exception
- Edit an Exception
- Half Day Exception
- Exceptions and Over Time Calculations

4.4.1. About Exceptions

The attendance policy is designed for the normal, day to day work. Yet, there are exceptions, which must be treated differently. For instance: an employee sent to a course can not punch a card, but should be credited for a full workday (standard hours).

Exceptions are recorded via the Edit Data option. The list of exceptions provides the set of available exception types. Each exception type consists of an identifying label, and may also include automatic changes, applied whenever this type is chosen.

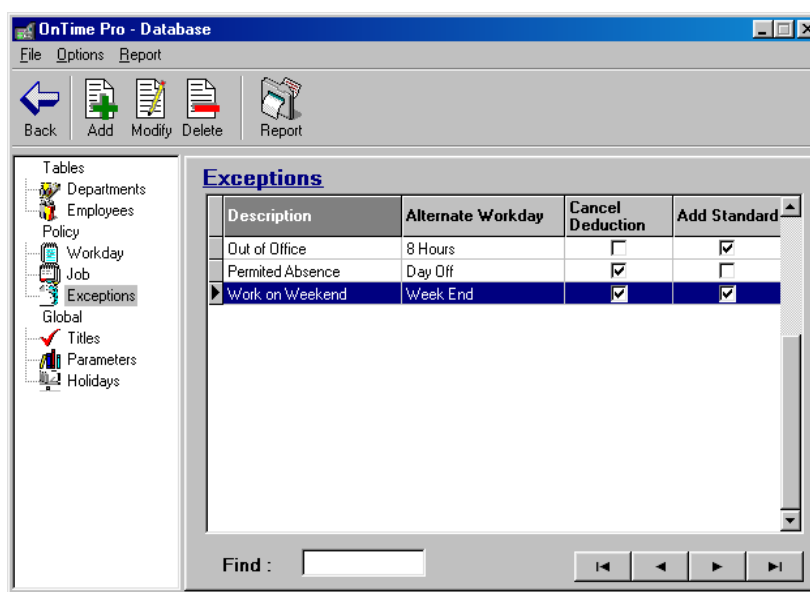
The applicable changes are:

- Replacement of the workday type; and/or
- Adding Standard Hours; and/or
- Complementation of standard workday hours with exception hours; and/or
- Preventing the deduction of any absence hours registered that day.

The definition of exceptions is described below. The use of exceptions for editing data is explained in Chapter 9.

DEFINING EXCEPTIONS:

- 1 From the main window, click . The Database window opens:



- 2 Select **Exceptions** from the **Database Folder List** on the left. The currently defined exceptions are displayed on the **Exceptions** pane on the right.
- 3 Add, delete or modify exceptions as required.

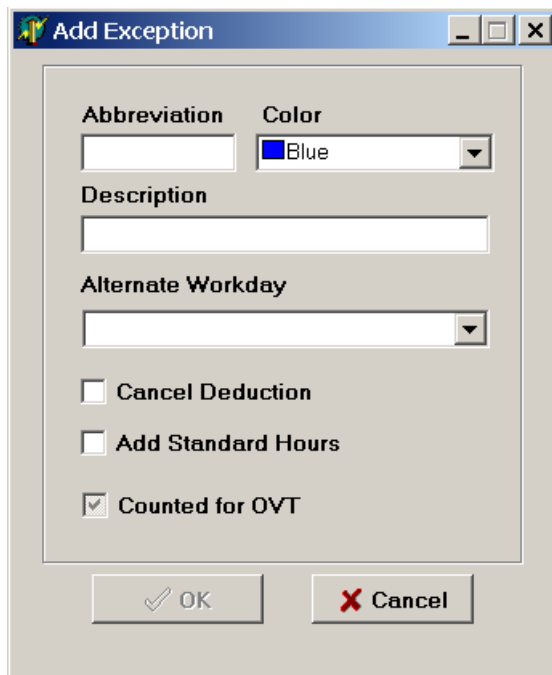
NOTE

You may not be aware of all the possible exceptions when defining the attendance policy. The need for exceptions usually arises later, during routine work. Exceptions may also be defined at any later time, if exceptions are indeed necessary.

4.4.2. Adding, Editing and Deleting an Exception

4.4.2.1. Adding an Exception

- 1 Click . The Add Exception dialog box opens:



The 'Add Exception' dialog box is a standard Windows-style window with a title bar containing a small icon and the text 'Add Exception'. It has three standard window control buttons (minimize, maximize, close) in the top right corner. The main area contains several fields and checkboxes. At the top, there are two labels: 'Abbreviation' and 'Color'. Below 'Abbreviation' is a text input field. Below 'Color' is a color selection dropdown menu currently showing 'Blue'. Below these is a label 'Description' followed by a larger text input field. Below that is a label 'Alternate Workday' followed by a pull-down list box. At the bottom of the main area are three checkboxes: 'Cancel Deduction' (unchecked), 'Add Standard Hours' (unchecked), and 'Counted for OVT' (checked). At the very bottom of the dialog are two buttons: 'OK' with a checkmark icon and 'Cancel' with a red X icon.

- 2 Type in a three letter **Abbreviation**, and select a **Color** that will help you remember and identify the particular exception that you are creating. Choosing a meaningful abbreviation will be very helpful when you are working with several exceptions.
- 3 Type the exception's **Description**.
- 4 You may use the **Alternate Workday** pull-down list to select a workday type, which will automatically replace the original one.

- 5 To prevent the deduction of any absence hours registered on the "exceptional" day, check the **Cancel Deduction** box
- 6 To add Standard Hours to the "exceptional" day (even if no punch has been registered), check the **Add Standard Hours**.
- 7 To instruct OnTimePRO to take in consideration the exception hours in the OVT hours calculation, select the Counted for OVT option, otherwise the exception hours will be counted as standard hours.
- 7 Click **OK** to certify the new exception; or Click **Cancel** to cancel the addition.

4.4.2.2. Modifying an Exception

- 1 Select the exception to be modified.
- 2 Click . The **Exception Modify** dialog box (which is identical to the **Add Exception** dialog box) opens.
- 3 Modify the exception as explained above.
- 4 Click **OK** to accept the changes you have just made; OR Click **Cancel** to revert to the Exception's original setting.

4.4.2.3. Deleting an Exception

- 1 Select the exception to be deleted.
- 2 Click . A confirmation dialog box opens.
- 3 Click OK to confirm deletion.
- 4 The system checks for employees with that exception. If there are none, the exception is deleted. Otherwise, deletion is canceled.

4.4.2.4. Defining a Half Day Exception

OnTime Pro enables the employee to report in the same working day about standard working hours together with exception hours. In such case, OnTimePRO reports to Payroll the combination of both work hours types.

If the Add Standard Hours option of the Modify Exception dialog box is selected, then OTP will calculate the missing hours required to complete the standard workday hours and report this number as exception hours.

For example if an employee worked 4 hours and the standard is 4 hours, OTP will generate two payment records to Payroll as follows:

The system will display in the Time Card Report that the employee worked 8 regular hours. All the 8 hours will be transferred to the payroll.

Page : 1

Date : 29/03/2006

Time Card Report

Period: 27/03/06 - 02/04/06

Employee :													Job : 40 Hours		
Department : my					ID No. : 123			Employee Badge : 123							
Date	Day	IN	OUT	IN	OUT	In-Out Hours	Daily Time	Total Hours	Reg. Hours	Overtime	Absen. Hours	WorkDay	Exception	E/F	
27/03	1					08:00						8 Hours			
28/03	2					08:00		08:00				partly work	sickness		
29/03	3	08:00	12:00			04:00	08:00	04:00	08:00			8 Hours	sickness		
30/03	4					08:00						8 Hours			
31/03	5					08:00						8 Hours			
01/04	6					00:00						Day Off			
02/04	7					00:00						Day Off			
1 / 7						Total in hours :	04:00	40:00	04:00	16:00					
						Total in decimal:	04.00	40.00	04.00	16.00					
Exception			Total			Total Hours									
sickness :			2			12:00									

In addition, OTP will sum at the bottom of the Time Card Report the number of hours, displayed per exception.

1 / 7	Total in hours :	04:00	40:00	04:00	16:00			
	Total in decimal:	04.00	40.00	04.00	16.00			
Exception	Total	Total Hours						
sickness :	2	12:00						

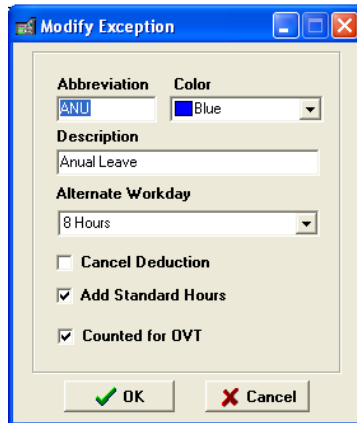


4.4.2.5. Exception and Half Day Calculation

OnTimePRO lets you decide whether to count the exception hours in order to add them to the accumulated overtime or calculate them as standard hours.

To add the Exceptions hours to the accumulated overtime

- 1 Open the Modify Exception dialog box.
- 2 Ensure the Counted for OVT option is selected. OTP will add the exception hours to the accumulated over time.



NOTES

This advanced feature is enabled for selection only when the Add Standard Hours option is selected. When Overtime is daily based, this enhancement is irrelevant.

Examples:

The following examples demonstrate how this features works.

Assuming that the pay time is 40 hrs weekly, any work hour beyond these 40 hours should be considered as OVT.

In both examples the workers worked 4 full days and took the fifth day off.

In example 1 this day was attached to the 'Election day' (exception that added 8 work hours and was counted for Over Time).

In Example 2, this day was attached to the 'sickness' (exception that added also 8 work hours but was not counted for Over Time).

The following table demonstrates example one Over Time calculation

Example 1 - Annual Leave Paid - counted for Over Time:

Time Card Report

Period: 26/04/06 - 02/05/06

Employee :		Donaldson Samuel						Job :		40 Hours Weekly					
Department :		Production		ID No. :		1		Employee Badge :		1					
Date	Day	IN	OUT	IN	OUT	In-Out Hours	Daily Time	Total Hours	Reg. Hours	Overtime 150%	Overtime 200%	OVT3	Absen. Hours	WorkDay	Exception E/F
26/04	Wed	08:00	18:30			10:30	08:00	10:00	10:00					Fixed 1Break	
27/04	Thu	08:00	18:30			10:30	08:00	10:00	10:00					Fixed 1Break	
28/04	Fri	08:00	18:30			10:30	08:00	10:00	10:00					Fixed 1Break	
29/04	Sat						00:00							Non Working D	
30/04	Sun						00:00							Non Working D	
01/05	Mon	08:00	18:30			10:30	08:00	10:00	10:00					Fixed 1Break	
02/05	Tue						08:00	08:00	08:00					Screen Print	Annual L
4 / 7		Total in hours :				42:00	40:00	48:00	48:00						
		Total in decimal:				42:00	40:00	48:00	48:00						
		Total after deduction:				42:00	40:00	48:00	40:00	08:00					
Exception		Total													
Annual :		1													

From the above table we can learn the following:

The employee worked 4 days and was absent the 5th day.

- Mon 10 Hrs worked
- Tue 10 Hrs worked
- Wed 10 Hours worked
- Thu 10 Hours worked
- Fri 8 Hours Annual leave paid

The Time card report results will display the following:

- 40 Hrs Regular Hrs
- 8 Hours over time Level 1.5

For Payroll export

- 32 Hrs Regular
- 8 Hrs Annual Leave paid Code
- 8 Hrs over time 1.5

Note: the results in example one show how OTP currently works even without changing.

Example 2 - Sick Leave - Not counted for Over Time

The employee worked 4 days and was absent the 5th day.

- Mon 10 Hrs worked
- Tue 10 Hrs worked
- Wed 10 Hours worked
- Thu 10 Hours worked

- Fri 8 Hours Sick leave

Time card reports results:

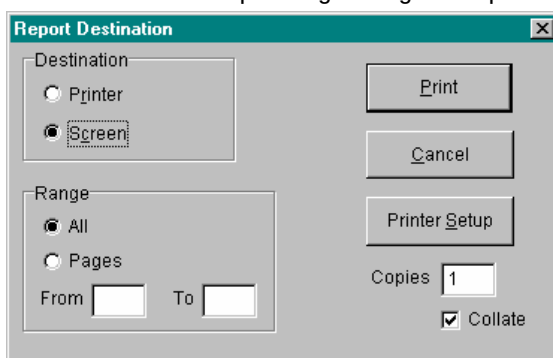
- 48 Hrs Regular Hrs

Payroll export

- 40 Hrs Regular
- 8 Hrs Sick Leave paid Code

4.4.3. Printing an Exception Report

- 1 Click . The printing dialog box opens:



The dialog box titled "Report Destination" has the following controls:

- Destination:** Radio buttons for "Printer" and "Screen". "Screen" is selected.
- Range:** Radio buttons for "All" and "Pages". "All" is selected. Below are "From" and "To" input fields.
- Buttons:** "Print", "Cancel", and "Printer Setup".
- Copies:** A numeric input field set to "1".
- Collate:** A checked checkbox.

- 2 In the **Destination** box, select **Printer** to print the report, or **Screen** to display it on screen.
- 3 If you chose to print the report, enter the number of copies in the **copies** field. (The **Range** box and the **Collate** field are irrelevant in this case, since this report is only one page long.)
- 4 To setup your printer before printing, click **Printer Setup**.
- 5 Click **Print** to start printing/displaying the report.

Page: 1

Date: 01/11/2000

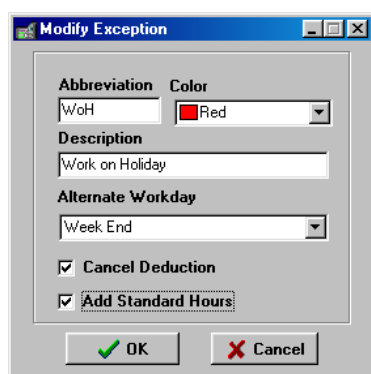
Exceptions Report

Description	Abbrevision	Color	Alternate Workday	Cancel Deduction	Add Standard
Out of Office	OoO		8 Hours		×
Permitted Absence	AbP		Day Off	×	
Work on Weekend	WoW		Week End	×	×

4.4.4. Examples of Different Exceptions

EXAMPLE 1: HOLIDAY

The following exception enables you to change the Workday type into "Weekend", in case the day is a holiday:



Modify Exception

Abbreviation: WoH Color: Red

Description: Work on Holiday

Alternate Workday: Week End

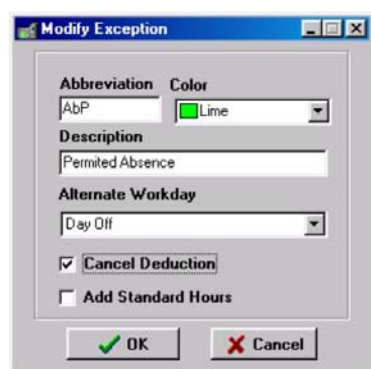
☒ Cancel Deduction

☒ Add Standard Hours

OK Cancel

EXAMPLE 2: PERMITTED (PAID) ABSENCE

The following exception enables you to credit an employee for a full workday although he/she did not punch a card (e.g., working out of office):



Modify Exception

Abbreviation: AbP Color: Lime

Description: Permitted Absence

Alternate Workday: Day Off

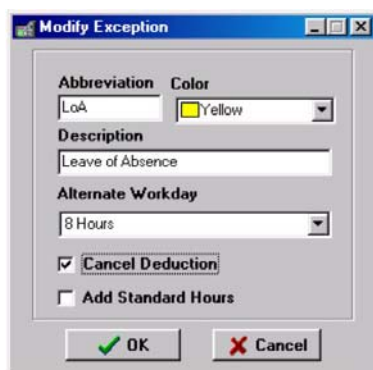
☒ Cancel Deduction

☐ Add Standard Hours

OK Cancel

EXAMPLE 3: LEAVE

The following exception enables you to cancel the deduction of the absence hours, registered during a specific workday (e.g., in case of sickness).



Chapter 5

DEPARTMENTS AND EMPLOYEES

In order to monitor employee attendance an employee list must be maintained. Each employee is identified by name and ID number (the later may be derived from the payroll software in use). Further details such as address, telephone number or even a photograph may also be included.

Each employee must be assigned a badge number, a department and a job type. Departments and Job types are taken from pre-defined lists (see Chapter 4 for defining job types, see below for defining the Departments).

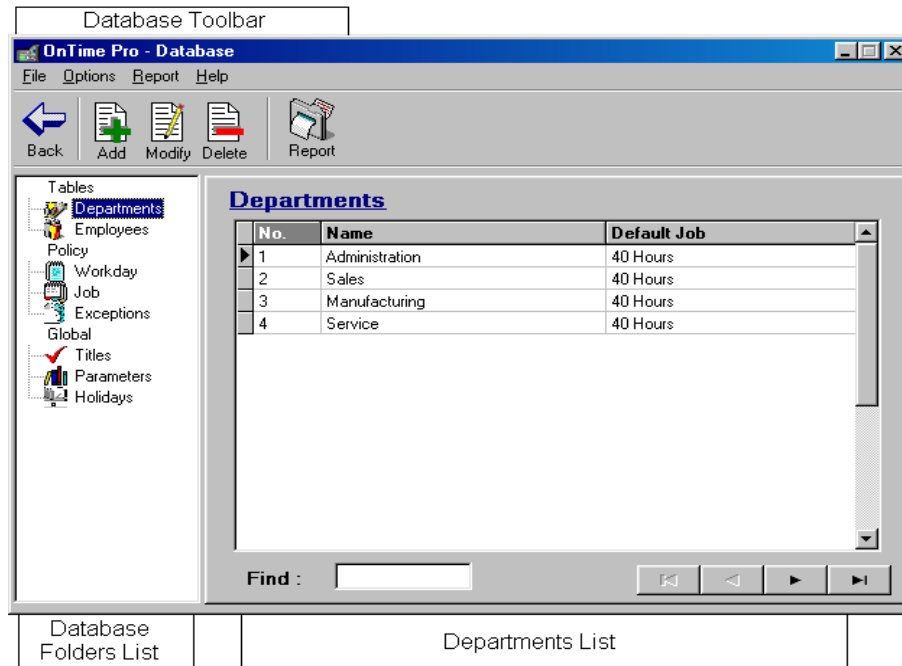
An employee whose badge is lost or damaged may be assigned a new badge. Consequently, the old badge becomes invalid. An employee who leaves the company may be deleted from the list, provided that there is no attendance data recorded for him or her. The employee badge, however, may be re-assigned to a new employee as soon as employment is terminated (according to the registered departure date).

Employees are associated with a Department. Departments are identified by their name and number. It is possible to define the department's default Job type, to be applied to all the department's employees (unless otherwise specified).

5.1. ADDING DELETING AND EDITING DEPARTMENTS

The department list is managed via the Database option, as follows:

- 1 From the main window, click . The Database window opens:



- 2 Select **Departments** from the **Database Folder List** on the left. The currently defined departments are displayed on the **Departments** list.

5.1.1. Adding a New Department

- 1 Click . The Add Department window (which is identical to the Modify Department, shown below) opens.
- 2 Set the department properties as explained in the **Modify Department** paragraph below.
- 3 Click **OK** to admit the new department; *OR* Click **Cancel** to cancel the addition of a new department.

5.1.2. Modifying a Department's Characteristics

- 1 Select the department to be modified and click .
- 2 The Modify Department window opens:

- 3 Set the department's characteristics:
 - **No.:** Enter a number between 1-999 to uniquely identify the department. The system will reject any number that already exists in the department list.
 - **Name:** Enter the department name (up to 20 characters).
 - **Default Job:** From the drop-down list, select the job type that suits most department-employees. This job type will be associated with each employee you add to the department, unless otherwise specified.
- 4 Click OK to accept the changes you have just made; *OR* Click Cancel to revert to the department's original setting.

5.1.3. Deleting a Department

- 1 Select the department to be deleted.
- 2 Click . A confirmation dialog box opens.
- 3 Click OK to confirm deletion.
- 4 The system checks for employees associated with this department. If there are none, the department is deleted. Otherwise, deletion is canceled.

5.1.4. Printing a Department Report

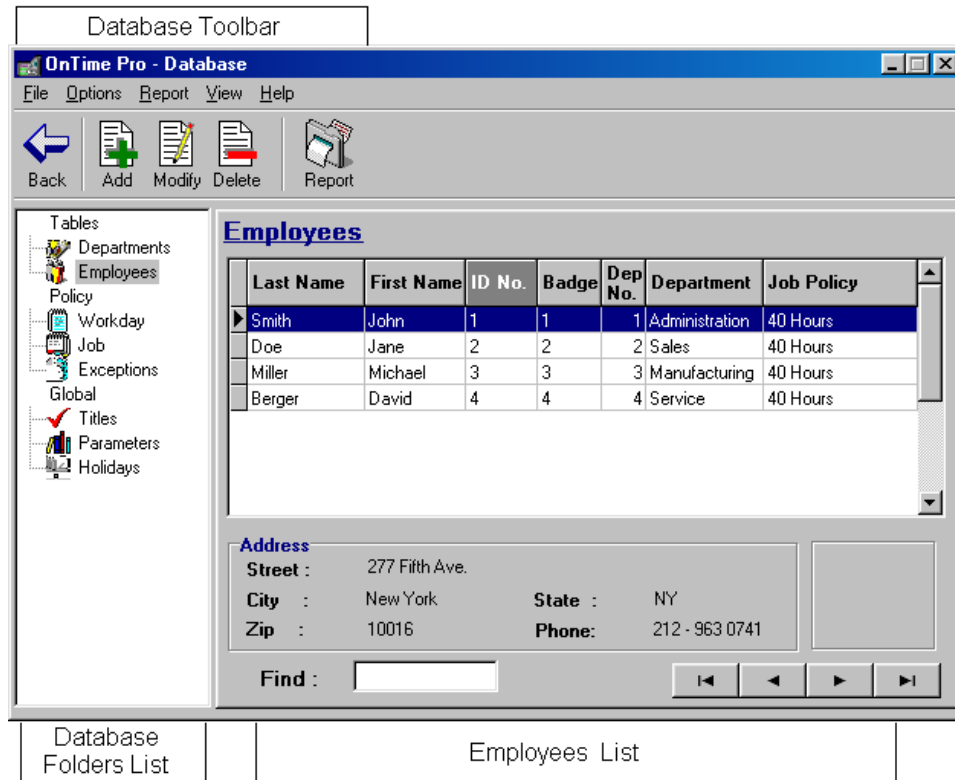
- 1 Click . The printing dialog box opens.
- 2 In the **Destination** box, select **Printer** to print the report, or **Screen** to display it on screen.
- 3 If you chose to print the report, enter the number of copies in the **copies** field. (The **Range** box and the **Collate** field are irrelevant in this case, since this report is only one page long.)
- 4 To setup your printer before printing, click **Printer Setup**.
- 5 Click **Print** to start printing/displaying the report. A sample of a Department report is given below.

ACME Industries Ltd.		Page: 1	Date: 20/11/2000
Department Report			
No.	Name	Default Job	
1	Administration	40 Hours	
2	Sales	40 Hours	
3	Manufacturing	40 Hours	
4	Service	40 Hours	

5.2. ADDING DELETING, EDITING AND IMPORTING EMPLOYEES INFORMATION

The employees are managed via the Database option, as follows:

- 1 From the main window, click . The Database window opens:



- 2 Select **Employees** from the **Database Folder List** on the left. The currently defined employees are displayed on the **Employees** list.

5.2.1. Adding a New Employee

- 1 Click . The **Add Employee** window (which is identical to the **Modify Employee** window, see next) opens.
- 2 Set the employee characteristics as explained in the **Modify Employee** paragraph below.
- 3 Click **OK** to accept the new employee; OR Click **Cancel** to cancel addition.

5.2.2. Importing Employees Information from CSV File

OnTime Pro operators can import employee information from a third party application or an external data source CSV file.

To import an Employee list from an external CSV file

- 1 From the OnTime Pro Main window toolbar, click Database.
The OnTime Pro Database window appears.
- 2 From the tree view on the left, select Tables and then Employees.
The Import button on the toolbar is added to the existing icons.
- 3 On the OnTime Pro window toolbar, click Import.
A browser appears.
- 4 Locate the appropriate CSV file you wish to import and then click Open.
The Employee list is imported from the CSV file and the Employees records are added to the OnTime Pro Employee table.

Rules for preparing the Employees List CSV file for Import

The import file should be in CSV file format (comma delimiter)

The data file displays 14 fields as shown in the following table.

Field name	Mandatory	Size	Remakes
Employee Number.	Yes	8	Numeric
Badge Number	No	8	Numeric
Department	Yes	8	Numeric
First Name	No	20	
Last Name	No	20	
Social Security	No	10	
Phone	No	15	
PayrollID	No	16	
Gender	No	1	
Start Date	No	10	07/04/2006
End Date	No	10	07/04/2006
Street	No	40	
City	No	20	
State	No	20	
Zip Code	No	10	

Rules

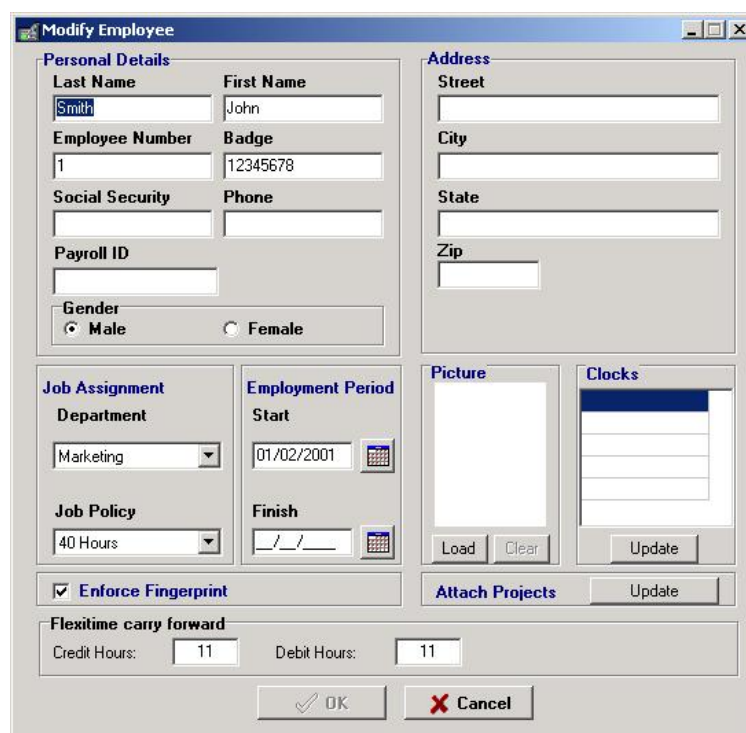
- The file should consist of at least one line, otherwise the message "Import file is empty" will appear.
- If the field has no value to use, for example if the only field you have is the employee #, then the line will appear like this :1234,,,,,,,,,,,,, (number with 14 comma).
- If the department is not present in the CSV file, the application will associate the employee to the first department in the department list.
- If the specified department does not exist in the OnTime pro database, the line will not be recorded into the OTP database. but a notification will be written in the log file.
- At least one department should exist in the OnTime pro database, otherwise an error message will appear, "Define a department before import file.". And the process will end.

- The Import button displays two options: Update and Overwrite.
Update - means that if the employee number exists in the database, only his/her parameters will be updated. In case the employee number does not exist, the employee will be added.
Overwrite - means that the existing employees' data will be deleted and overwritten by the new ones.
- If the import process (or part of it) fails, a message is written in the log file. The log file (DbLog.txt) is located in directory in which OnTime Pro is installed. In the log file you can find out the cause of the problem as well as the date and time in which it occurred and the exact line in the CSV file in which it was reported.

5.2.3. Modifying Employee Characteristics

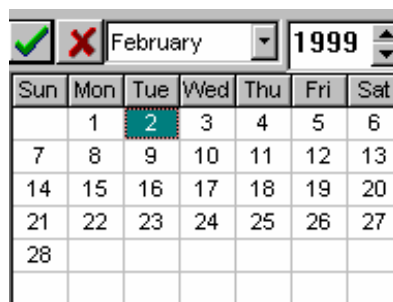
- 1 Select the employee to be modified, then click .

The Employee Modify window opens:



- 2 Use the **Personal Details** box to set the following characteristics (all fields are **not** mandatory unless otherwise specified):
 - **Last Name, First Name:** Enter employee's full name. These fields are not mandatory, since the system identifies the employees according to their **Employee Number** and **Badge**.
 - **Employee Number:** A mandatory field. Enter the employee number, as registered in the company files.
 - **Badge:** A mandatory field. Enter the "Card Number" printed on the employee badge. The system will reject badge numbers that are already assigned to other employees.

- **Social Security:** Enter the employee's social security number.
 - **Phone:** Enter the employee's telephone number.
 - **Gender:** Click a radio button to specify the employee's gender.
- 3 You may use the **Address** box to enter the employee's home address (**Street, City, State** and **ZIP** code).
 - 4 Use the **Job Assignment** box to define the following:
 - **Department:** A mandatory field. From the drop-down list, select the employee's department. As a result, the department's default job type is displayed in the **Job Policy** field.
 - **Job Policy:** A mandatory field. The default value of this field is set according to the currently selected **Department**. You may elect a different job type from the drop-down list.
 - 5 The **Employment Period** box is for specifying the employment period. These fields are not mandatory. To set the **Start** and **End** fields, you may either:
 - Type the date directly; OR
 - Click . The following calendar browser opens:



- 6 Select the desired month, set the desired year and select the desired date from the calendar. Click  to confirm the date selection, or  to cancel.
- 7 **Picture:** This box enables you to load the employee's picture, provided it is stored as a bitmap (*.bmp) or icon (*.ico) file:
 - Click **Load Picture**. A standard Open window opens.
 - Select the desired file and click **Open** to display the picture in the **Picture** box.
- 8 Click **OK** to confirm the changes you have just made, or Click **Cancel** to revert to the Employee's original settings.
- 9 Associate the Employee with one or more clocks by selecting one or more clocks from the list.
- 10 Click **OK** to confirm. The window closes.

5.2.4. Deleting an Employee

- 1 Select the employee to be deleted.
- 2 Verify that a completion date exists for the employee.

- 3 Click . A confirmation dialog box opens.
- 4 Click OK to confirm deletion.
- 5 The system checks for work hours accumulated for this employee. If there are none, the employee is deleted. Otherwise, deletion is canceled.

5.2.5. Printing an Employee Report

- 1 Click . The printing dialog box opens.
- 2 In the **Destination** box, select **Printer** to print the report, or **Screen** to display it on screen.
- 3 If you chose to print the report, enter the number of copies in the **copies** field. (The **Range** box and the **Collate** field are irrelevant in this case, since this report is only one page long.)
- 4 To setup your printer before printing, click **Printer Setup**.
- 5 Click **Print** to start printing/displaying the report.

ACME Industries Ltd.		Page: 1	Date: 20/11/2000
Employee Report			
ID No./Badge	Employee Name	Address	Department/Job Policy
1	Smith	277 Fifth Ave.	Administration
1	John	New York 10016	40 Hours
2	Doe	143 Madison Ave.	Sales
2	Jane	New York 10016	40 Hours
3	Miller	127 Park Ave.	Manufacturing
3	Michael	New York 10016	40 Hours
4	Berger	709 Broadway	Service
4	David	New York 10016	40 Hours

Chapter 6

GLOBAL SETTINGS

Global Settings is a generalized term encompassing the following three types of features: **Global Titles**, **Global Parameters**, and **Global Holidays**. These three functions are *global* in the sense that they apply to all the employees of the organization, regardless of their department or any other variable. For example: if New Year's Day is considered a paid holiday for every employee of your company, than New Year's Day can be defined as a *Global Holiday*.

OnTimePro allows the user to define a set of Global Titles that will appear in various screens and reports (see Chapter 1Paragraph 6.1 below) and to set the value for a number of parameters that control system operation (7.2 below). Both options are accessed from the DataBase option of the main window.

This chapter explains how to:

- Set the company name (see Paragraph 6.1).
- Name the functions of the special keys X and Y (see Paragraph 6.1).
- Name each overtime level (see Paragraph 6.1).
- Define the pay period (see Paragraph 6.2).
- Select the user interface language (see Paragraph 6.2).
- Select between automatic and manual Day Light Saving adaptations (see Paragraph 6.2).
- Define the first working day of the week (see Paragraph 6.2).
- Define the format for exporting attendance data files to payroll-software (see Paragraph 6.2).
- Define the rules for the Global Rounding function that sets the time rounding policy (see Paragraph 6.2).
- Define all of the holidays and vacations that affect the organization as a whole (see Paragraph 6.3).

6.1. GLOBAL TITLES

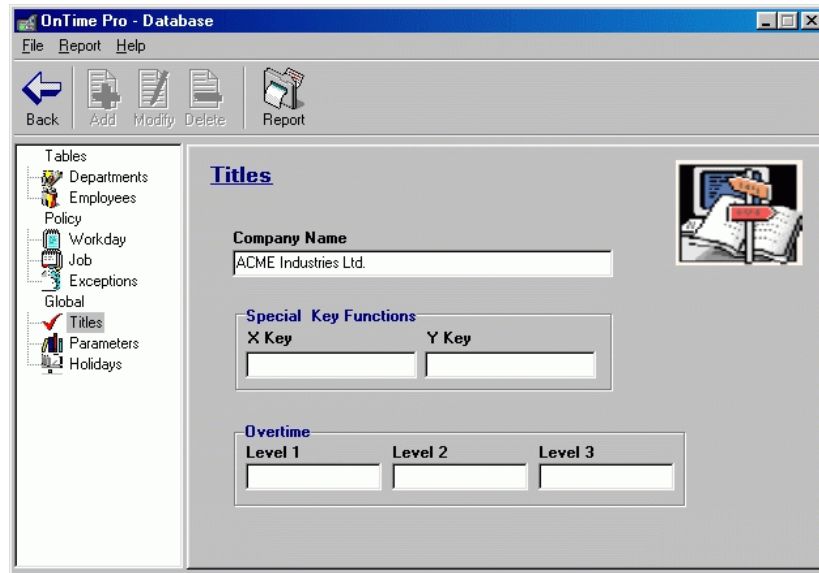
"Global titles" are the following:

- Company name
- Names of the special key functions
- Names of the overtime levels

The default titles given by OnTimePro are very general: your company is named "Company", the special key functions are titled "X Key" and "Y Key", and the overtime levels are labeled "Level 1", "Level 2", "Level 3".

You may change these titles whenever you like via the Database/Titles option, as follows:

- 1 From the main window, click . The Database window opens:



- 2 Select ***Titles*** from the list on the left. The currently defined titles will be displayed.
- 3 Modify the titles according to your requirements.

6.1.1. Defining the Company Name

To change the company name on reports and on screen, modify the corresponding title on the Database/Titles window.

6.1.2. Naming InTagral's Key Functions

To re-name the functions of the special keys X and Y, modify the corresponding titles on the Database/Titles window.

If the system is configured to utilize the special function key(s), then the special function punches will be displayed under the corresponding titles in the Edit Data window and in reports.

6.1.3. Defining Overtime Titles (Levels 1, 2 and 3)

Change the titles of overtime levels via the Database/Titles window.

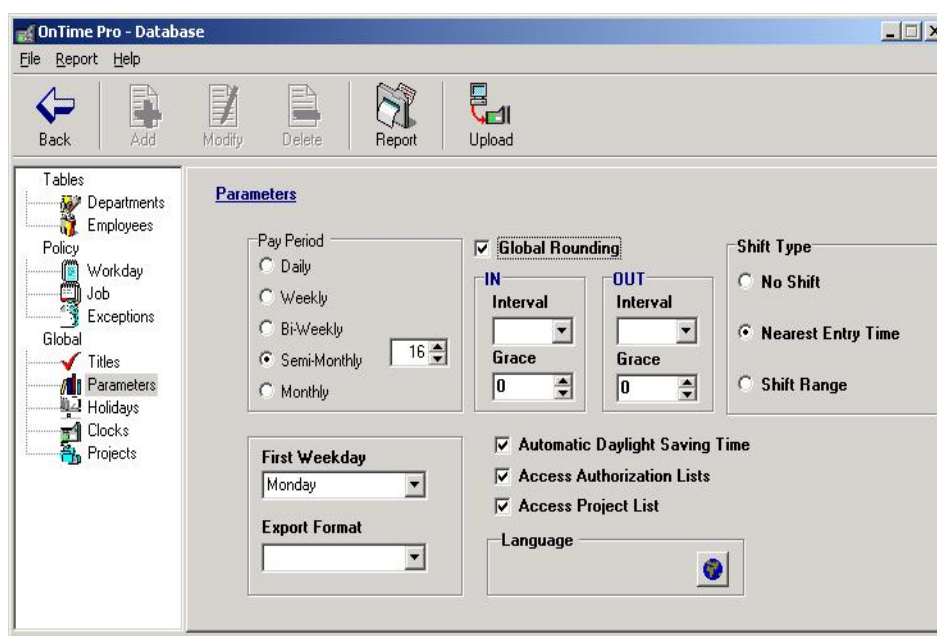
6.2. GENERAL PARAMETERS

OnTimePro's general parameters control the following topics:

- Setting the pay period
- Setting the first working day of the week
- Controlling DST automation
- Setting the user-interface language
- Exporting attendance data

The general parameters are handled via the Database/Parameters option, as follows:

- 1 From the main window, click . The Database window opens:



- 2 Select **Parameters** from the **Database Folder List** on the left. OnTimePro's general parameters are displayed.
- 3 Set the parameters as explained below.

6.2.1. Setting the Pay Period

OnTimePro offers a selection between daily, weekly, bi-weekly, semi-monthly and monthly pay periods.

Changing the pay period affects such jobs, which define overtime quotas per period. The chosen pay period affects the default time period for reports although this may be modified for a particular report. If overtime quotas are

defined for the period (see Paragraph 4.3.2 above) then these are valid for the pay period only.

To set the pay period, select the appropriate option from the Pay Period box.

6.2.2. Selecting the First Week Day

According to default setting, the first working day is Monday. To start the week at any other day, select the desired day from the First Weekday pull-down list.

6.2.3. Exporting Attendance Data to a Payroll Software

The attendance data file may be exported to an external payroll-software, for further computations. This requires the system to format the data, so that the destination software will be able to read it.

Select the export file format from the Export Format pull-down list. (Different export-file formats can be defined via the Maintenance option, as explained in Chapter 10.)

6.2.4. Defining Automatic/Manual Daylight Saving Time

OnTimePro can either set the Daylight Saving Time (DST) starting and ending dates according to the Windows© settings, or let the user adjust these dates manually.

To use Windows DST settings, check the Automatic DST box. Clear the box to allow manual configuration of DST (see Paragraph 4.2.5).

6.2.5. Changing the User Interface Language

To change the user interface language, click the button within the Language box and select a language from the list.

6.2.6. Defining the Global Rounding Parameter

Global Rounding is the global parameter function that enforces a standard policy for rounding off entrance times and exit times for all of the employees of a given organization. The *Global Rounding* function is found in the *Parameters* pane of the *Database* window.

To enable the *Global Rounding* function, check the appropriate check-box at the upper-right of the *Parameters* pane. Four labeled combo boxes will appear below - two for IN and two for OUT - the fields for which are labeled *Interval* and *Grace*.

For a full explanation on rounding intervals and grace periods, go to the section on *The Workday Properties* in the chapter on *Attendance Calculation Policy*.

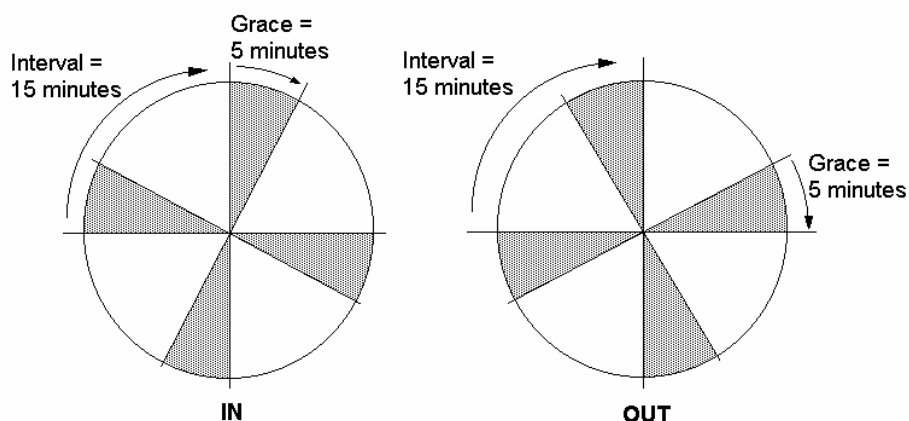
In addition to rounding rules that are time-localized to the entry and exit times of a given workday, OnTime Pro also includes a global rounding function, which can either be enabled or disabled.

If the global rounding rules option is enabled (by checking the appropriate box), two sets of fields will appear: *IN* and *OUT*. Each of these sets will contain two fields: *Interval* and *Grace*.

Interval: The duration of the rounding in minutes. Divides the hour into equal intervals of time. For example: to get quarter hour intervals or time, set *Interval* field to field to 15. To disable rounding, set *Interval* to 0.

Grace: The part of the interval in which rounding is in the employee's favor, in minutes.

The following schematic diagram shows how the grace period applies when punching IN and when punching OUT.



NOTE

If the field parameters for round and grace have been defined for the entry and exit times of a given workday, than they will take precedence over the global rounding parameter values for those time periods. The chosen values for the interval and grace parameters will apply for all time periods, except for the entry and exit times of the workday currently used.

6.2.7. Authorizing Employees to New Clocks

If you have defined new clocks to OnTime Pro, you must authorize employees who are currently defined to the system to use the newly-defined clocks.

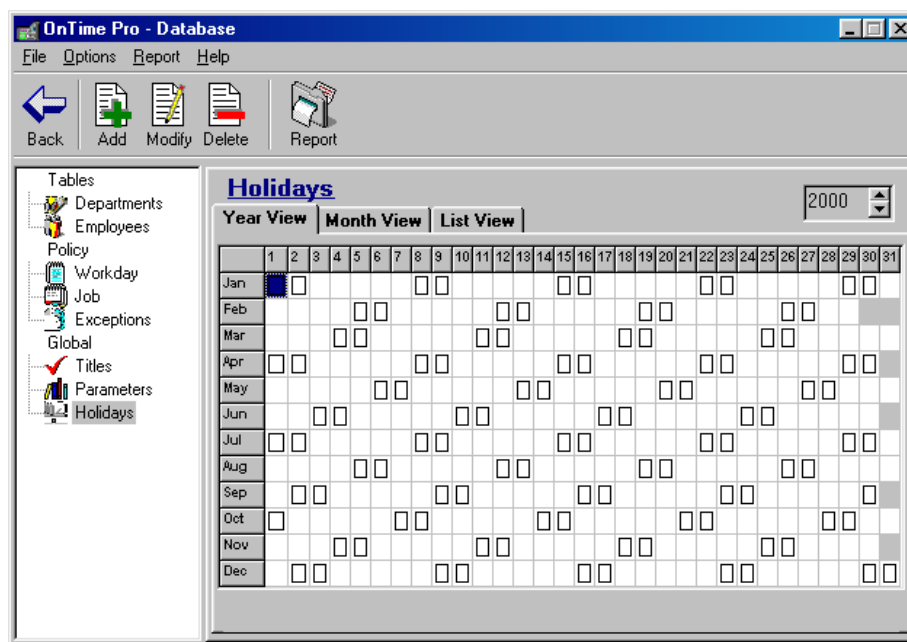
6.3. GLOBAL HOLIDAYS AND VACATIONS

6.3.1. Defining Global Holidays and Vacations

The Global Holidays function enables you to define certain days of the year as Holidays or paid vacation days for the entire workforce. This feature is particularly useful for automatically defining certain days of the year, where a particular policy will be uniformly applicable, without having to individually define for each employee or department.

6.3.2. The Global Holidays Window

When clicking on the *Holidays* option from the *Global* list on the left pane, the *Holidays* window appears on the right pane of the Database window. The *Holidays* window has three folders: *Year View*, *Month View* and *List View*. A more in-depth explanation on planning for holidays, vacations and leaves of absence, will be described in chapter 8.



Chapter 7

PLANNING TOOLS

OnTime Pro contains tools that enable the administrator to plan out in advance vacations and holidays. There are two sets of tools: **The Global Holiday Planner** (for the organization as a whole) and **The Personal Vacation Planner** (for the individual employee). The combination of these two tools empowers the administrator with the sweeping inclusiveness of a global automatic scheduling utility, along with the flexibility of an individualized vacation schedule manager.

7.1. THE GLOBAL HOLIDAY PLANNER

The holiday/vacation planner is a multi-faceted tool that enables the administrator to plan out the holidays and vacations, as a global company-wide policy. Planning ahead the holidays and vacations (both paid and unpaid) can be done on a monthly basis or on a yearly basis. The yearly forecast can be conducted for the entire year in advance, or any part of the year, or even for several years in advance. This multi-year capability is available not only for fixed dates, but also for various criteria-based date formulas (the first Monday of September, for example).

The planning process can be accomplished by using the calendar-like graphical planning tools: Year View or Month View; or by listing the holidays and vacations for an entire year (or a part of it) in the List View.

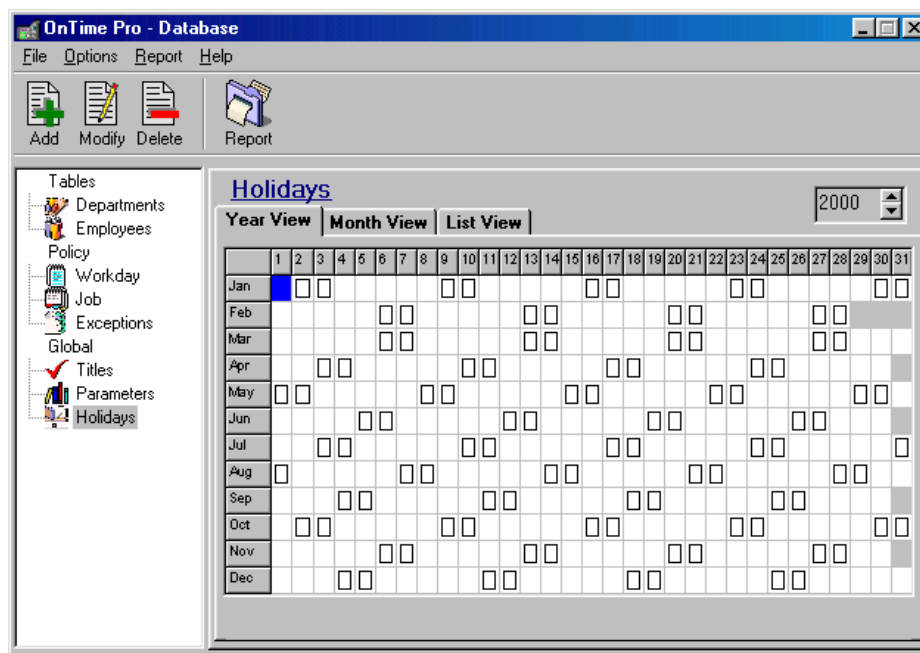
To open the Holiday Planner:

- 1 From the main screen, click on the Database icon .
- 2 In the *Database* window, select **Holidays** from the list on the left.

The Holidays Planner will open up on the right pane of the Database window, showing the Year View by default.

7.1.1. Year View

The Year View is a graphical planning tool that gives the administrator a convenient overview of an entire year, for scheduling (and reviewing) the year's holidays and vacations.



HOW TO USE THE YEAR VIEW:

- 1 From the year selector at the upper right-hand corner of the *Holidays* pane, choose the calendar year that you want to work on.
- 2 In the *Year View* tab, choose the cell that corresponds to the first day of the holiday that you wish to define.

To add or modify a holiday in List View:

- To add a holiday to the list, click on the *Add* icon .
- To modify a holiday's properties, click on the *Modify* icon .

A dialog box will appear.

Fill in the relevant information into the fields for Description (for example: New Year's Day), Date (the starting date), and Number of Days (total number of days allotted).

The field Exception assigns the pay policy for that holiday. Choose from the drop-down list the exception that establishes the most appropriate policy for that holiday or vacation.

To establish a holiday for more than one year, click on the Every Year checkbox. Page up the years in the year selector field (of the main Holidays window); every year displayed will be covered by the Every Year option.

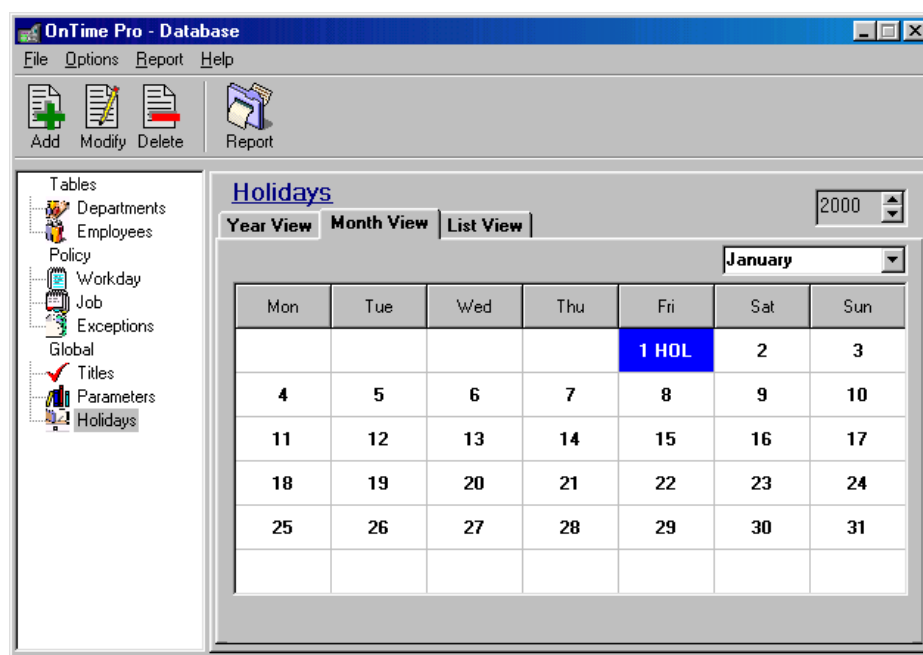
Click on OK to confirm or Cancel to cancel the addition or modification of the holiday.

To delete a holiday, select the holiday from the calendar and click on the

Delete icon .

7.1.2. Month View

The Month View is a calendar-like graphical planning aid that gives the administrator the convenience of planning the holidays and vacations for a given month while viewing the layout of that month.



HOW TO USE THE MONTH VIEW:

- 1 From the year selector at the upper right-hand corner of the pane, choose the calendar year that you want to view.
- 2 Select the **Month View** tab from the upper-left portion of the **Holidays** pane.
- 3 From the drop-down list beneath the year selector, choose the month of the year that you want to view.
- 4 In the *Month View* tab, choose the cell that corresponds to the first day of the holiday that you wish to define.

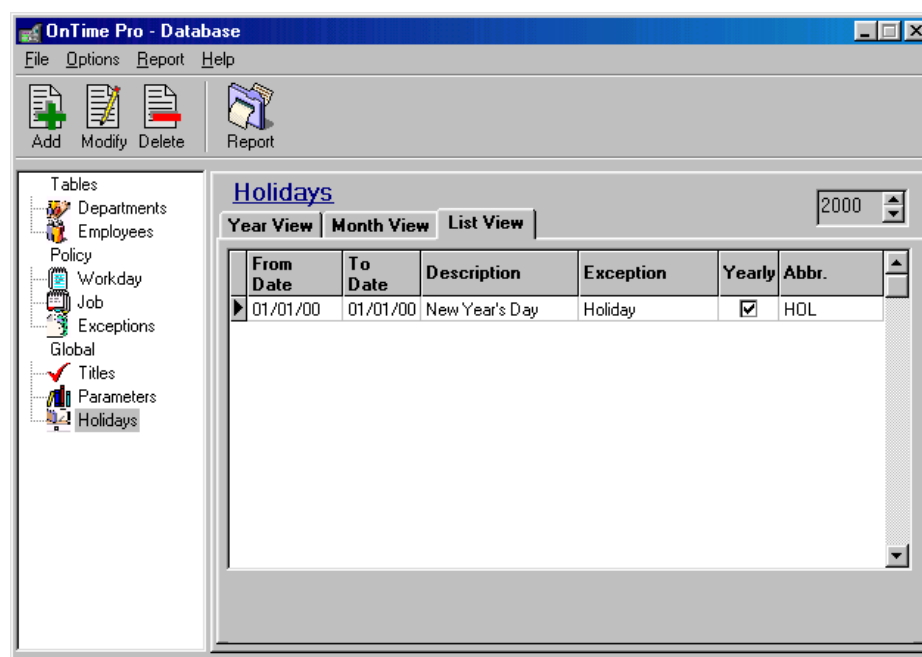
To add or modify a holiday in Month View:

- 1 To add a holiday to the list, click on the *Add* icon .
- 2 To modify a holiday's properties, click on the *Modify* icon . A dialog box will appear.

- 3 Fill in the relevant information into the fields for **Description** (for example: New Year's Day), **Date** (the starting date), and **Number of Days** (total number of days allotted).
- 4 The field **Exception** assigns the pay policy for that holiday. Choose from the drop-down list the exception that establishes the most appropriate policy for that holiday or vacation.
- 5 To establish a holiday for more than one year, click on the Every Year checkbox. Page up the years in the year selector field (of the main **Holidays** window); every year displayed will be covered by the Every Year option.
- 6 Click on **OK** to confirm or **Cancel** to cancel the addition or modification of the holiday.
- 7 To delete a holiday, select the holiday from the calendar and click on the **Delete** icon .

7.1.3. List View

The List View pane, as its name implies, is a listing-type interface that let you type in the names of the holidays and vacations that are planned for the year. The List View provides fields for filling in details such as dates and descriptions.



HOW TO USE THE LIST VIEW

- 1 From the year selector at the upper right-hand corner of the pane, choose the calendar year that you want to view.
- 2 Select the **List View** tab from the upper-left portion of the **Holidays** pane.

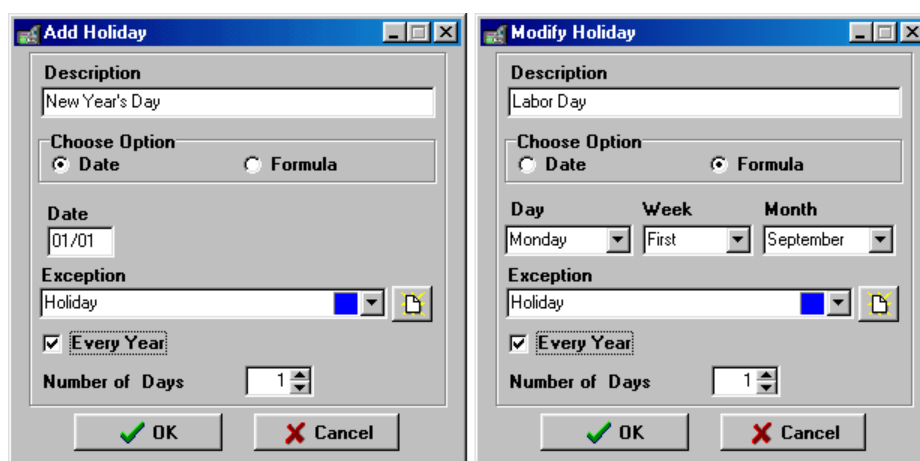
- 3 From the drop-down list beneath the year selector, choose the month of the year that you want to view.
- 4 Enter the relevant information into each one of the empty fields of the vacant record row.

To add or modify a holiday in List View:

- To add a holiday to the list, click on the *Add* icon .
 - To modify a holiday's properties, click on the *Modify* icon . A dialog box will appear.
- 1 Fill in the relevant information into the fields for Description (for example: New Year's Day), **Date** (the starting date), and **Number of Days** (total number of days allotted).
 - 2 The field **Exception** assigns the pay policy for that holiday. Choose from the drop-down list the exception that establishes the most appropriate policy for that holiday or vacation.
 - 4 To establish a holiday for more than one year, click on the **Every Year** checkbox. Page up the years in the year selector field (of the main **Holidays** window); every year displayed will be covered by the Every Year option.
 - 5 Click on **OK** to confirm or **Cancel** to cancel the addition or modification of the holiday.
 - 6 To delete a holiday from the list, select the holiday from the list and click on the *Delete* icon .

7.1.4. The Add/Modify Holiday Window

The **Add Holiday** window and the identical **Modify Holiday** dialog boxes constitute the data entry interface for the Global Holidays function.



The image shows two side-by-side dialog boxes, 'Add Holiday' and 'Modify Holiday'. Both have a similar layout:

- Add Holiday:**
 - Description: New Year's Day
 - Choose Option: ☒ Date, ☐ Formula
 - Date: 01/01
 - Exception: Holiday (dropdown menu)
 - ☒ Every Year
 - Number of Days: 1
 - Buttons: OK, Cancel
- Modify Holiday:**
 - Description: Labor Day
 - Choose Option: ☐ Date, ☒ Formula
 - Day: Monday, Week: First, Month: September
 - Exception: Holiday (dropdown menu)
 - ☒ Every Year
 - Number of Days: 1
 - Buttons: OK, Cancel

Notice that for *Labor Day* (right) the user has chosen the *Formula* option for defining the occurrence of the holiday.

These two dialog boxes are used to define the global holidays and vacations that effect the company as a whole. The two boxes function identically; the only difference is that the **Add Holiday** dialog box can not be used on an existing holiday, and the **Modify Holiday** dialog box can not be used to define a new (undefined) holiday.

To use either one of these dialog boxes, do the following step by step procedure:

Fill in the relevant information into the fields for **Description** (for example: New Year's Day), and **Number of Days** (total number of days allotted).

In the **Choose Option** box, select the **Date** (the starting date) option if the holiday falls on the same date every year, or if you are defining a one-year vacation. Select the **Formula** option if you are defining a multi-year holiday, where the dates may vary from one year to the next.

The field **Exception** assigns the pay policy for that holiday. Choose from the drop-down list the exception that establishes the most appropriate policy for that holiday or vacation.

To establish a holiday for more than one year, click on the **Every Year** checkbox. Page up the years in the year selector field (of the main **Holidays** window); every year displayed will be covered by the Every Year option.

Click on **OK** to confirm or **Cancel** to cancel the addition or modification of the holiday.

To delete a holiday, select the holiday from the calendar and click on the

Delete icon .

7.1.5. The **Formula** Option

Instead of defining a holiday or vacation by fixed date, use the **Formula** option to defining a holiday where the exact date may vary from year to year. For example, in the USA and Canada, Labor Day falls on the first Monday of September. This rule can be defined as a formula in the following way:

In the **Add Holiday** window, insert a brief, descriptive name into the **Description** field.

Choose **Formula** from the **Choose Option** box.

When enabling the **Formula** option, three new fields will appear: **Day**, **Week** and **Month**.

Fill in the appropriate information into the empty fields. Choose the day of the week, the week of the month (first, second, third, fourth or last week, if appropriate), and the month. If the holiday extends for more than one day then refer to the first day of the holiday.

From the **Exception** pull-down list, choose the exception that best fits the holiday being defined.

Check the **Every Year** checkbox.

Select the number of days that the holiday extends.

Press **OK** to confirm or **Cancel** to cancel.

7.2. THE PERSONAL PLANNER

In addition to the IN/OUT tab, the Edit Data window also contains a personal scheduling tool that enables an administrator to plan out in advance a work schedule for individual employees (including holidays, vacations, extended absences, maternity leaves, etc...).

The personal vacation-planning tool enables flexible scheduling of vacations and special leaves of absence (like maternity leave) for each individual employee in the organization. The Personal Planner is very similar to the global Holiday Planner in the look-and-feel of the user interface. The main difference between the two is that the personal vacation planner is meant for the individual employee, rather than the entire organization as a whole. To learn how to use the personal vacation planner, go to the section titled **The Personal Planner** in this chapter.

The personal scheduling tool consists of two tabs: a Year View Calendar, and a Month View Calendar. The Year View, as its name implies, enables the administrator to plan out in advance an entire year's work schedule for any individual employee. The Month View, on the other hand, gives the planner a more focused view on a month-by-month basis, and looks much like a standard calendar. Both of the views have the same functionality, and choosing which one to use is entirely a matter of personal preference and convenience.

The screenshot shows the 'OnTime Pro - Edit Data' window. At the top, there's a menu bar with 'File', 'Edit', 'Search', and 'Help'. Below it is a toolbar with icons for 'Add', 'Modify', 'Delete', 'Employee', and 'Report'. The main area displays employee information: Name: Smith John, ID No: 1, Period: January, 2000, and Department: administrator. Below this is a 'Year View Calander' (note the typo) for the year 2000. It shows a grid of days from January 1 to December 31. The 'IN/OUT' tab is selected, and 'Year View' is the active view. At the bottom, there are buttons for 'Prev Employee' and 'Next Employee'.

The screenshot shows the same 'OnTime Pro - Edit Data' window, but now in 'Month View' mode. The 'Month' dropdown is set to 'January' and the 'Year' is '2000'. The calendar grid shows the days of the month. The first day of the month (January 1st) is highlighted in blue and labeled '1 HOL'. The days are numbered 1 through 31. The 'IN/OUT' tab is still selected, and 'Month View' is the active view. At the bottom, there are buttons for 'Prev Employee' and 'Next Employee'.

These are used for scheduling vacations for individual employees.

7.2.1. How Using the Personal Schedule Planner:

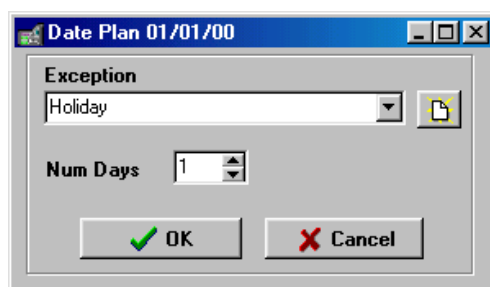
Choose the mode that you prefer to work in (Year View or Month View) by selecting the appropriate tab at the bottom of the pane.

- In the **Year View** calendar tab, choose the year that you are working on, using the year selector at the upper right-hand corner of the tab.

- In the **Month View** calendar tab, choose the year that you are working on, using the year selector at the upper right-hand corner of the tab. Choose the month using the drop-down list.

Select the date that you want to define by double-clicking on it, or by clicking once on the date tile and then clicking on the appropriate function icon (Add, Modify or Delete).

A Date Plan dialog box will appear.



When the Date Plan dialog box appears on the screen, do the following:

- 1 In the Exception field, choose a predefined exception that will establish the rules that govern this day.
- 2 In the Number of Days field, set the number of days that you want this exception to be in effect (starting with, and including the day you chose).
- 3 Click OK to confirm, or Cancel.

7.2.2. The Planner Reports

OnTime Pro's reports generating utility is equipped with three types of reports that document holiday/vacation/leave planning activities.

The Employee Annual Planner Report

Annual Planner by Exception

Annual Summary by Exception

For more on generating reports, see Paragraph 8.3.

7.3. PROJECTS (ONTIME PRO EXTRA)

The OnTime Pro Extra project module enables the collection of employee data by global, single-level and multi-level projects.

A **global project** is defined for general activity that may be assigned to all the organization employees. Only **main projects** can be defined as **global**.

A **multi-level project** enables management of data using a work breakdown structure by breaking a project down to two additional levels – **sub-projects** and **tasks**. Multiple **sub-projects** may be assigned for each project. For each **sub-project**, multiple **tasks** may be defined.

Main projects can be broken down to subsequent levels.

Single and multi-level projects are assigned to specific employees, such that it is possible to list all the employees active on a certain project as well as list all the projects assigned to a certain employee. As data is collected, reports may be produced calculating the number of hours performed for each project in general or by a department or by an employee in particular.

The OnTime Pro Extra application also enables reporting an *Out* transaction on a given project even if the date had changed during work on that project ('after midnight' support); the project-time reports will not be affected by the date change.

Data may similarly be collected and analyzed for sub-project and task levels.

To use the project module:

Projects, sub-projects and tasks are opened in the Projects tab as required.

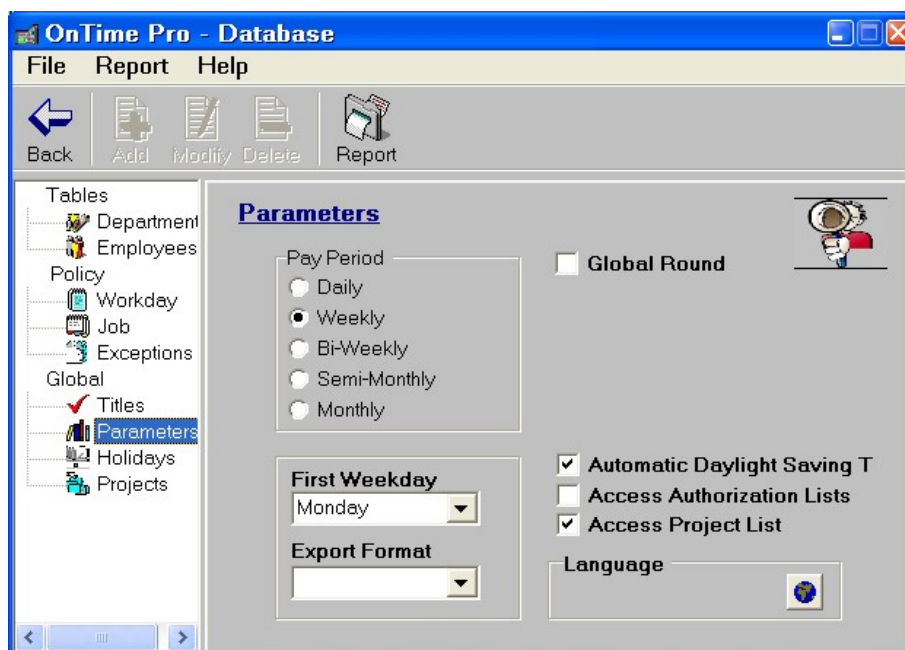
Projects are assigned to specific employees in the Employees module.

7.3.1. Enabling the "Projects" module

Press the "Database" button in the main screen toolbar.

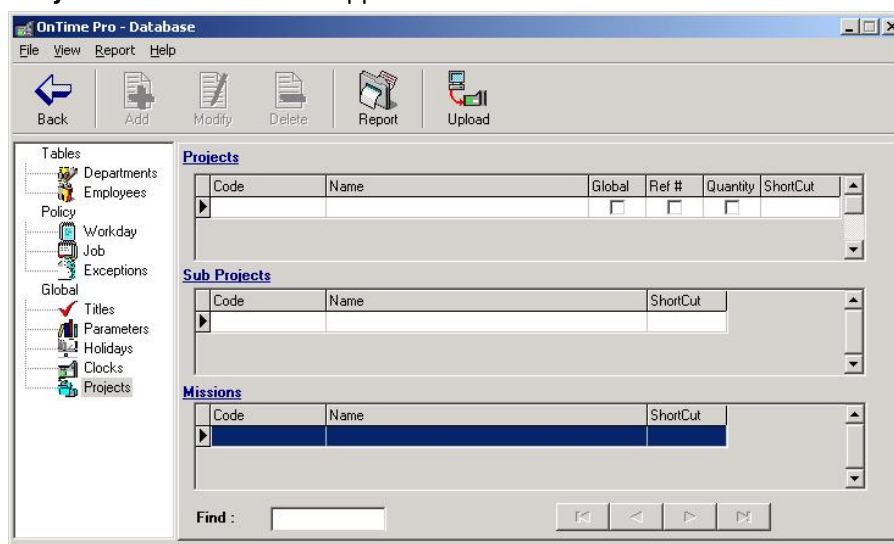


The **OnTime Pro - Database** screen appears. Click the **parameters** item in the navigation menu (on the left pane of the screen) and then check the **Access Project List** box on the lower right part of the screen.

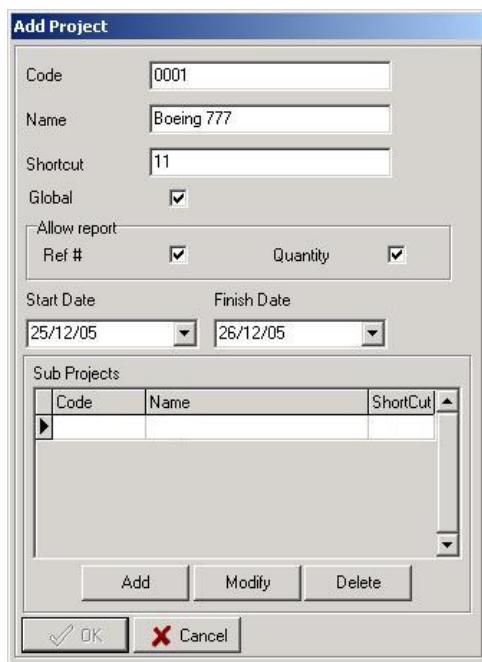


7.3.2. Adding Deleting and Editing Projects

- 1 Click the **projects** item in the lower part of the navigation menu. The **Projects** main screen will appear.



- 2 Press the **+Add** button at the top of the screen and the **Add Project** screen appears.



- 3 Enter a project **Code** (alphanumeric – up to 10 characters), project **Name** (alphanumeric – up to 20 characters) and **Shortcut** (numeric only, 1 to 4 digits). The shortcut enables direct selection of a specific project without having to browse project lists or key in long project numbers on the various system input interfaces.
- 4 The **Global** box must be checked for general projects that may be assigned to all the organization employees. **Sub Projects and tasks can be opened for global projects**
- 5 Fill in the project **Start Date** and **Expiry Date** to ensure that only valid projects are displayed to the employees and in the reports.
- 6 Check **Ref#** (available only on OnTime Pro Extra) to enable Reference Number reporting in this project. This option enables employees to report work on a specific item/subject within a project (an example of a reference number would be a license plate number of a car when working as a technician in a garage). For further information about Reference Number reporting, see paragraph 4.1.3.1 in the *InTagral Plus* Time Clocks User Manual
- 7 Check **Quantity** (available only on OnTime Pro Extra) to enable Quantity reporting in this project. This option enables employees to report the number of items produced during work on current project. Quantity is reported only on exiting a project. For further information about Quantity reporting, see paragraph 4.1.3.2 in the *InTagral Plus* Time Clocks User Manual

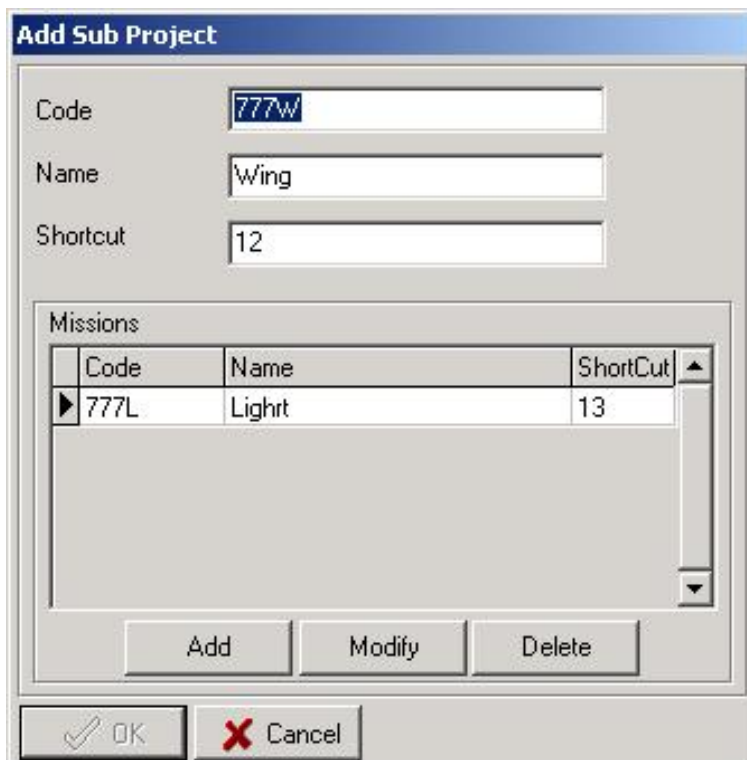
NOTE

Pressing the **Add** button before pressing the **OK** button will open the **Add Sub Project** screen for opening a sub project under the project just opened. (See next section).

- 8 Press the **OK** button and the project will be recorded in the database.
- 9 To delete a project, click the project to highlight it and press the **Delete** button on the toolbar. Press the **Yes** or **No** in response to the appeared question: **"Do you really want to delete this record?"**
- 10 To modify the project data you can either highlight the project by clicking it and press the **Modify** button in the toolbar, or place the cursor on the project and double click it. The **Modify Project** screen appears. Modify the required fields and then click **OK** to modify the database.

7.3.3. Adding Deleting and Editing Sub-Projects

- 1 To add a sub-project that is attributed to a specific project - while in the **Modify Project** or **Add Project** screen, press the **Add** button and the **Add Sub Project** screen will appear. Fill in the Code, Name and Shortcut fields as described above for projects. The **shortcut**, however, must receive a different value for sub-projects than that of the project. Press the **OK** button to modify the database.



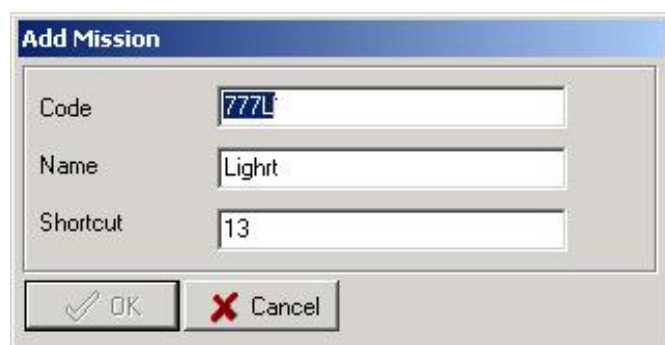
Missions			
	Code	Name	ShortCut
▶	777L	Light	13

The sub-project will then appear.

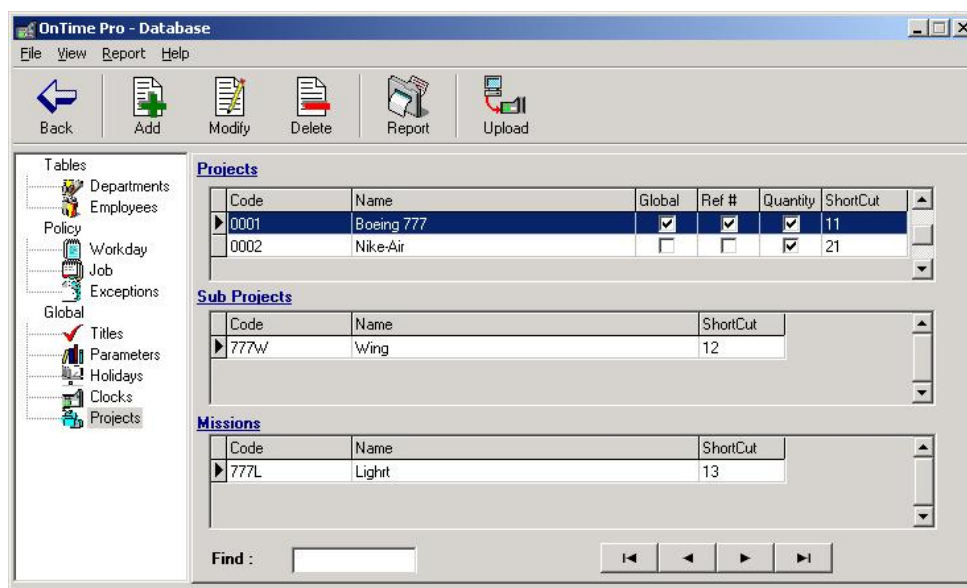
- 2 To delete a sub-project, go to the **Modify Project** screen, highlight the sub-project and click the **Delete** button. Press **Yes** to complete the deletion, or **No** to cancel it in response to the question that appears: **"Do you really want to delete this record?"**
- 3 To modify the sub-project data, go to the **Modify Project** screen. You can then either highlight the project by clicking it and press the **Modify** button in the toolbar, or place the cursor on the desired project and double click it. The **Modify Sub Project** screen appears. Modify the required fields and then click the **OK** button to modify the database. This will revert you to the **Modify Project** screen. Click **OK** again and to return to the **Projects** screen. Click **Cancel** to revert to the previous screen without saving the modified data.

7.3.4. Adding Deleting and Editing Missions

- 1 To add a task that is attributed to a specific sub-project - while in the **Modify Sub Project** or **Add Sub Project** screen, press the **Add** button and the **Add Task** screen will appear. Fill in the Code, Name and Shortcut fields as described above for projects. The **shortcut**, however, must receive a different value than that assigned to projects and sub-projects. Press **OK** to modify the database or **Cancel** to revert to the previous screen without modifying the database.



- 2 Pressing **OK** will revert you to the **Modify Sub Project** screen. Press again **OK** to return to the **Modify Project** screen. Press **OK** again to return to the **Projects** screen, You can now see the projects, sub-projects and Missions as they appear in the projects main window.



To modify task data:

- 1 From the Projects screen, double click the relevant project, or highlight it with a mouse click and press the **Modify** button in the toolbar. The **Modify Project** screen will appear.
- 2 Double click the desired task, or highlight it and press the **Modify** button. The **Modify Task** screen will appear.
- 3 Modify the required fields and then click the **OK** button to modify the database. This will revert you to the **Modify Sub Project** screen. Press **OK** again and you will return to the **Modify Project** screen. Press **OK** again and you will return to the Projects screen.
- 4 Press **Cancel** to revert to the previous screen without saving the modified data.

7.3.5. Assigning Projects to Employees

- 1 Press the **Database** button in the main screen.



- 2 Click the **Employees** item in the navigation menu (on the left pane of the screen) and then click the line of the employee to whom you want to assign projects, sub-projects and tasks. Press the **Modify** button in the toolbar. The **Modify Employee** screen appears.
- 3 Alternatively, you can double click the required employee line to display the same (**Modify Employee**) screen.

- 4 Press the **Update** button next to the **Attach Projects** field at the lower right part of the screen to reach the **Attach Projects** screen.

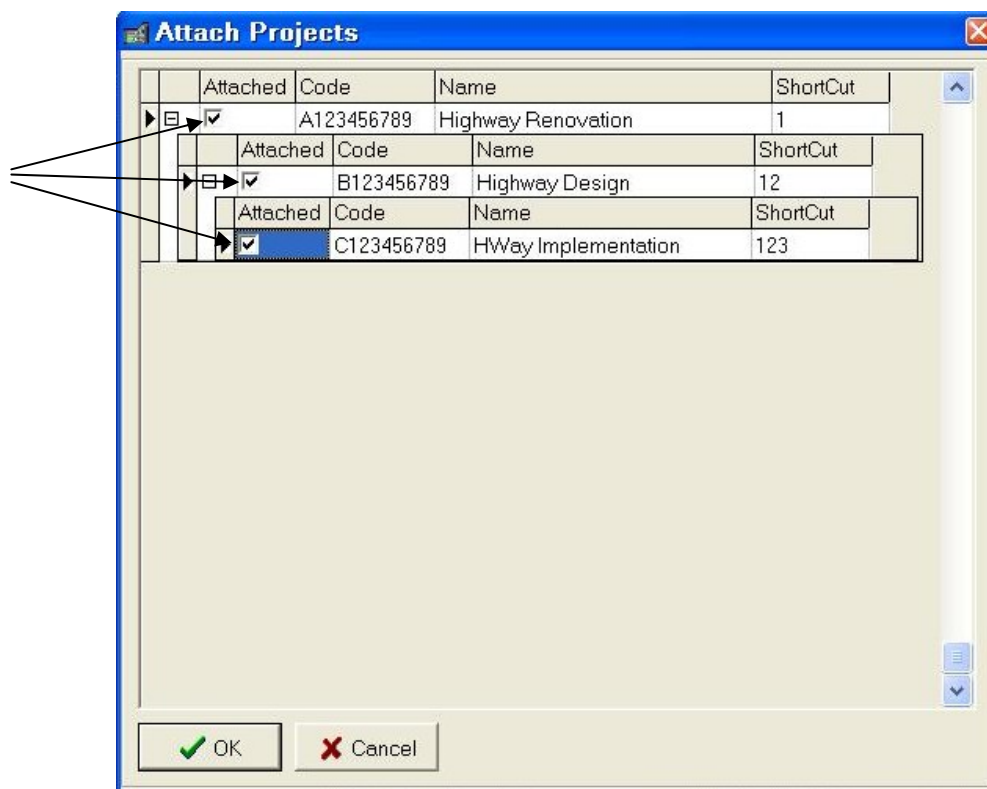
	Attached	Code	Name	ShortCut
+	☒	A123456789	Highway Renovation	1

- 5 Check the **Attached** box to assign the project to the employee.

NOTE

*Projects that are attributed as **Global** are not displayed.*

- 6 To assign sub-projects or tasks to a specific project for the employee, click the **+** box to open the next project level and display sub-projects and tasks assigned to that project and then check the appropriate **Attached** boxes.



- 7 Press **OK** to update the database or **Cancel** to discard all changes. See the ClockComm user guide for more information on sending updates to the clock.

Chapter 8

ROUTINE OPERATIONS

Once you have configured the clock, defined the company's policy and listed the employees (chapters 3 to 7), you can use the system for routine attendance monitoring.

8.1. LOADING DATA FROM INTAGRAL

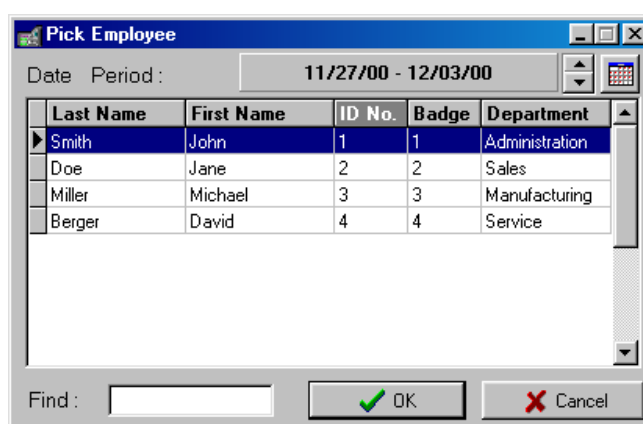
Please refer to the ClockComm User Manual.

8.2. EDITING CLOCK DATA

Once the data has been downloaded to the PC, you may want to apply some manual modifications such as adding In/Out "punches" (e.g., in case the employee has forgotten to punch In or Out) or changing entry hours. In exceptional cases, you may need to assign a different Workday type or otherwise change the computation rules for a particular day. The easy way to do this is by applying some suitable, predefined Exception. An exception may be applied at once to a group of employees and/or dates.

To make these modifications use the Edit Data option as described below. Note that an employee and time period must be specified when modifications are entered.

- 1 From OnTimePro's main window, click . The following dialog box opens:



The dialog box titled "Pick Employee" shows a date period of 11/27/00 - 12/03/00. It contains a table with the following data:

Last Name	First Name	ID No.	Badge	Department
Smith	John	1	1	Administration
Doe	Jane	2	2	Sales
Miller	Michael	3	3	Manufacturing
Berger	David	4	4	Service

At the bottom, there is a "Find:" text box, an "OK" button with a green checkmark, and a "Cancel" button with a red X.

- 2 Use this window to select the **employee** and the **period** to be handled. The default **Date Period** is the period that has been handled last. To select a different period (see Paragraph 8.2.5).
- 3 Select the desired employee and click OK. The following window opens:

Go back to OnTime Pro's main screen

Select a different employee

Select a different time period

Change an employee/s attendance data for a specified date or date-range

Produce a Time Card report for the current employee and time

Proceed to the next/previous employee

In this example, the X function key was labeled "Break". This tab presents the special function operations recorded for the employee during this time period

Proceed to the next/previous time period

?	Date	Day	IN	OUT	IN	OUT	IN	OUT	In-Out Hours	Work Time	Exception	Work Day
	01/03/00	Mon	07:09	15:23					08:14	07:45		8 Hours
	01/04/00	Tue										8 Hours
	01/05/00	Wed	07:27	15:53					08:26	08:15		8 Hours
	01/06/00	Thu		16:01								8 Hours
	01/07/00	Fri	07:39	15:11					07:32	07:00		8 Hours
	01/08/00	Sat										Week End
	01/09/00	Sun										Week End

IN/OUT Year View Month View Break

Prev Employee Next Employee

Prev Period Next Period

Edit Entry Time HH:MM

- 4 The left pane presents the recorded In/Out operations, while the right pane presents information on the calculated results. Different colors are used to indicate the following:
 - Black: Day records are OK.
 - Green: Missing In and/or Out punches
 - Red: No punches recorded for this day

- To view this color legend on screen, click  (upper left button on the left pane).
- 5 If a special function key is defined (via the Database/Titles option), then a corresponding tab is added. Select this tab to handle the special function operations that were recorded for the employee during this time-period.
 - 6 The Edit Data window allows you to:
 - Modify punched times (see Paragraph 8.2.1).
 - Handle exceptions (see Paragraph 8.2.2).
 - Select a different employee (see Paragraph 8.2.4).
 - Select a different time-period for the same employee (see Paragraph 8.2.5).
 - Handle exceptions for a group of employees or a specified date-range (see Paragraph 8.2.3).

8.2.1. Modifying Punched Times

- 1 On the left pane, click on the desired cell to highlight it. (You may use the cursor keys to navigate between the cells.)
- 2 Key-in the new time.
- 3 Press Enter to move to the next cell on the same line (i.e., day). If there are more cells to be modified on the current day, modify them now! As long as you have not selected a different day, you may discard the changes (for this day only) by pressing Esc.
- 4 Once you select a different day, the system validates and stores the last day's modifications.

8.2.2. Handling Exceptions

OnTimePro translates the employee's In and Out punches into Work Time. The translation rules are defined by the Workday type associated with each day. On exceptional days, however, the Work Time may be calculated differently.

Handling exceptions for multiple employees or days is explained in section 8.2.3.

To handle a single exception:

Use the right pane of the Edit-Data window:

?	Date	Day	IN	OUT	IN	OUT	IN	OUT		In-Out Hours	Work Time	Exception	Work Day
▶	04/12/99	Mon	08:01	16:03						▶ 08:02	08:02		8 Hours
	04/13/99	Tue	07:20	10:00	10:20								8 Hours
	04/14/99	Wed	08:30	17:50						▶ 09:20	09:20		8 Hours
	04/15/99	Thu	08:10	19:55						▶ 11:45	11:45		8 Hours
	04/16/99	Fri	07:10								00:00		8 Hours
	04/17/99	Sat											Day Off
	04/18/99	Sun											Day Off

☐ Cancel Deduction

For each day, the following data is presented:

- **In-Out Hours:** The number of attendance hours according to the In/Out punches. This data is derived from the daily data and can not be modified.
- **Work Time:** The number of hours that will be registered as work hours. This value changes automatically according to the **Workday** type or the **Exception**, if defined (see below). To manually change the work time registered for a day, click on its **Work Time** cell and key-in the desired value.
- **Exception:** An Exception is a set of computation rules, designed for a specific kind of exceptional days. Exceptions should be defined beforehand, via the **Database** option. To mark a day as an exception of a certain kind, click on its **Exception** cell and select the desired item from the pull-down list. Depending on the exception definitions, this may automatically change the **Work Day** type and/or the **Work Time** value.
- **Work Day:** The employee's Job policy renders a Workday type to each weekday. Applying an **Exception** that includes an alternate Workday will automatically change the Workday type. To manually change a day's type, click on its **Work Day** cell and select a different policy from the drop-down list.

8.2.3. Handling Exceptions for Multiple Employees and/or Days

To apply changes to more than one day at a time:

- 1 Click  (**Functions**). The following dialog box opens:



- 2 Use the **Group** box to determine whether to apply the change to the whole company, to a specified department or to a single employee.
- 3 Use the **Date Range** box to select the days to be modified.
- 4 In the **Data To Change** box, check the elements you wish to change, then set the new value in the corresponding pop-up field.
- 5 Check the **Overwrite Existing Data** in order to apply the changes to all the selected employees/days. Clear the box to apply the changes only where no other data exists.
- 6 Click OK to apply the changes to the selected group of employees on the selected days.

8.2.4. Selecting a Different Employee

To move to the next or previous employee on the list, click the Next Employee or Prev Employee button, respectively.

To choose any employee from the list, click  (Employee) on the toolbar.

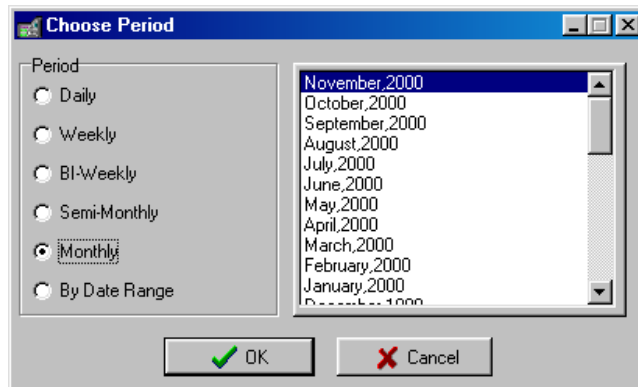
8.2.5. Selecting a Different Time Period

OnTimePro offers a selection between daily, weekly, bi-weekly, semi-monthly and monthly time-periods for data modifications

The default time period is equal to the pay-period. A different period can be selected via the Period option (see next).

The currently handled date-range is presented above the In/Out table. To move to the next or previous time-period click the Next Period or Prev Period button, respectively.

- 1 To choose any time period click  (**Period**). The following dialog box opens:



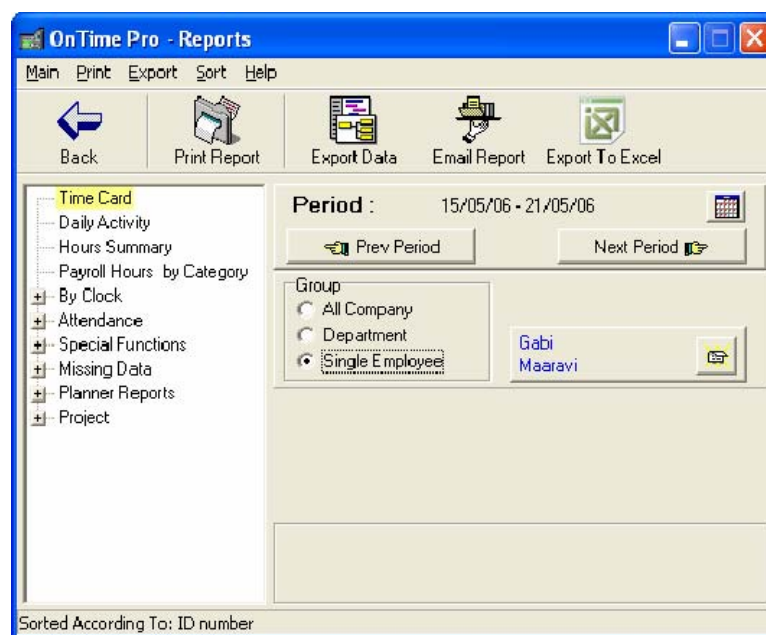
- 2 Select the period length from the **Period** box, then select the desired period from the right pane.
- 3 Click **OK**.

8.3. REPORTS

OnTimePro enables you to generate a variety of reports based on the attendance data.

To access the Reports window

- 1 On the OnTime Pro Main window toolbar, click Reports.
The Reports window appears.



In the Reports window you can perform the following operations:

- Produce a Report.
- Send Report by Email
- Export Attendance Data
- Export Report Data to Excel

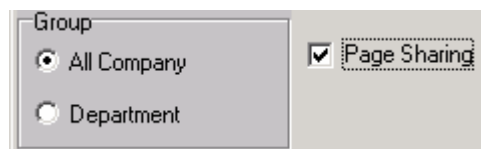
The process of producing a report is described in section 8.3.1.

The available reports are described in section 8.3.4.

All reports are produced for a specified employee group during a specified date range. You may either present reports on screen or print them out.

NOTE

Page Sharing allows you to specify that data for more than one employee can appear on a single page. If you do not specify this option, data for each Employee will appear on a separate page.



Group

☒ All Company

☐ Department

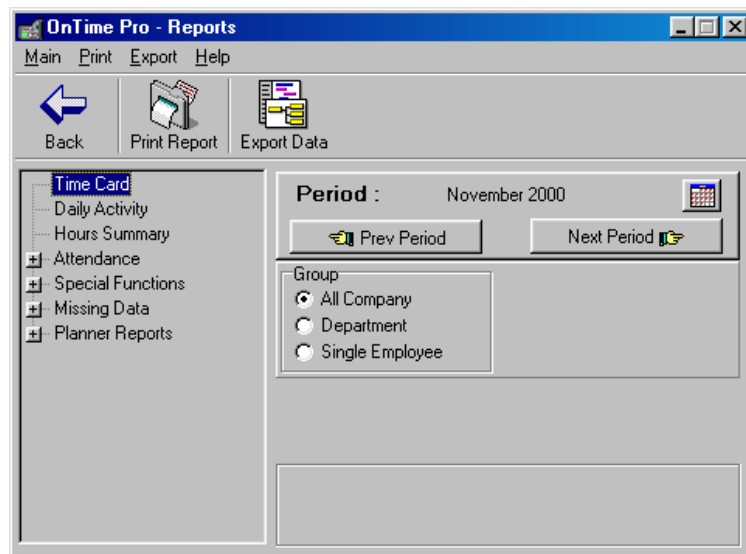
☒ Page Sharing

8.3.1. Producing a Report

To produce a report:

- 1 From InTagral's main window, click  (**Reports**).

The following window opens:



OnTime Pro - Reports

Main Print Export Help

Back Print Report Export Data

Time Card

- Daily Activity
- Hours Summary
- Attendance
- Special Functions
- Missing Data
- Planner Reports

Period : November 2000

Prev Period Next Period

Group

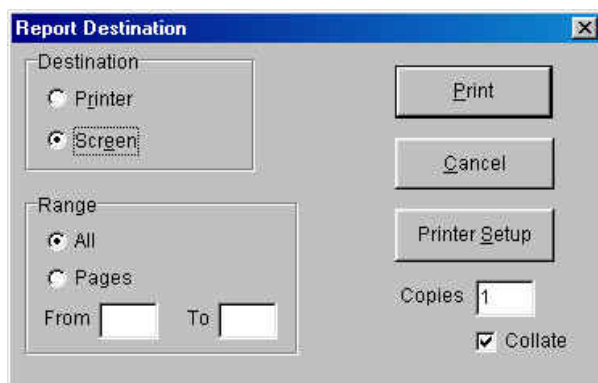
☒ All Company

☐ Department

☐ Single Employee

- 2 Select the desired report from the **Report Type** box.

- 3 Click  (**Print Report**). The following window opens:



- 4 In the **Destination** box, select **Printer** to print the report, or **Screen** to display it on screen.

If you choose to print the report:

- You can print a partial report: select **Pages** from the **Range** box and use the **From**, **To** fields to specify the page range to be printed.
- Enter the number of copies in the **Copies** field.
- Check the **Collate** box to if you wish to print all copies of the first page before starting to print the second page. Clear the box to print all of the pages of one copy before starting on the next copy.

- 5 To setup your printer before printing, click **Printer Setup**.
- 6 Click **Print** to start printing/displaying the report.

8.3.2. Sending a Report by Email

OnTime Pro enables you to send the generated report by Email.

To send a report by email

- 1 Set the report's parameters as required.
- 2 On the Reports window toolbar, click the **Email Report** icon.
Your Default Mail Client program opens with the report attached to the message.
- 3 Set the message destination and click Send.
The message is posted.

8.3.3. Exporting Reports to Excel

You can export the report data from an OnTime PRO ACE Report to a standard Excel file.

To export an ACE report from OnTime Pro to Excel

- 1 In the OnTime Pro - Reports dialog box, set the parameters of the report you wish to generate.
- 2 Click the Export to Excel button on the Toolbar.
A Save File dialog box appears.
- 3 Type a name for the Export to Excel file.
- 4 Select a Target directory for the file.
- 5 Click Save.
The report is exported to the designated directory as a standard Excel file (*.xls)

NOTE:

If no file name is specified by the user for the Excel file, the systems will give a default report file name, composed of the report's name, its date and its time as follows: [ReportName_ddmmyy_hhmm.xls].

The following table displays the default file name given by the system for various reports when exporting them to Excel.

Report Name	Default File Name
Time Card	TimeCard_Rep
Daily Activity	DailyActivity_Rep
Hours Summary	SummaryException_Rep
Payroll Hours By Category	HoursByCategory_Rep
Who Is In	WhoIsIn_Rep
Absence	SctAbsence_Rep
Lateness	Lateness_Rep
Average	WeeklyAverage_Rep
Out Of Core	OutOfCore_Rep
X Punch	XPunch_Rep
Y Punch	YPunch_Rep
Missing Punches	MissingPunches_Rep
Orphan Punches	ErrPunch_Rep
Employee Planner	PlanYear2Emp_Rep
Annual Planner / Summary	SummaryException_Rep
Project - By Employee	Report_EmpProj_Rep
Project -By Project	HoursDetails_Rep
Project - Total Hours	TotalProj_Rep
Project - By Reference	ProReference_Rep

NOTE

If a Excel report spreads over more than one page, it will be condensed into a single page.

8.3.4. Report Types

8.3.4.1. Time Card Report

This report presents the time cards of a selected group of employees, for a selected period.

ACME Industries Ltd.										Page : 1	Date : 11/28/2000
Time Card Report Period: 11/27/00 - 12/03/00											
Employee : Smith John						Job : 40 Hours					
Department : Administration				ID No. : 1		Employee Badge : 1					
Date	Day	IN	OUT	In-Out Hours	Daily Time	Total Hours	Reg. Hours	Overtime 125 150 175	Absence Hours	WorkDay	Exception E O
11/27/00	Mon				08:00	08:00	08:00			8 Hours	Out of O
11/28/00	Tue				08:00	08:00	08:00			8 Hours	Out of O
11/29/00	Wed				08:00	08:00	08:00			8 Hours	Out of O
11/30/00	Thu	07:57	17:09	09:12	08:00	09:00	08:00	01:00		8 Hours	
12/01/00	Fri	08:09	17:21	09:12	08:00	09:00	08:00	01:00		8 Hours	
12/02/00	Sat				08:00					Week End	
12/03/00	Sun				08:00					Week End	
Total in hours :				18:24	56:00	42:00	40:00	02:00			
Total in decimal:				18.40	56.00	42.00	40.00	02.00			
Total After Deduction:				18:24	56:00	42:00	40:00	02:00			
Exception		Total									
Out :		3									

8.3.4.2. Daily Activity Report

This report presents all the transactions recorded during the specified day.

ACME Industries Ltd.										Page : 3	Date : 11/28/2000
Daily Activity Report Period: 11/27/00 - 12/03/00											
Date : 11/29/2000 Wednesday											
Department	Employee	IN	OUT	IN	OUT	Work	Lunch	Overtime 125 150 175	Exception		
Administrati	Smith John	07:51	16:57			09:06		00:45			
Sales	Doe Jane	08:23	17:41			09:18		01:00			
Manufacturin	Miller Michael								Leave of Absence		
Service	Berger David								Out of Office		
Num Employees:		4				18:24		01:45			

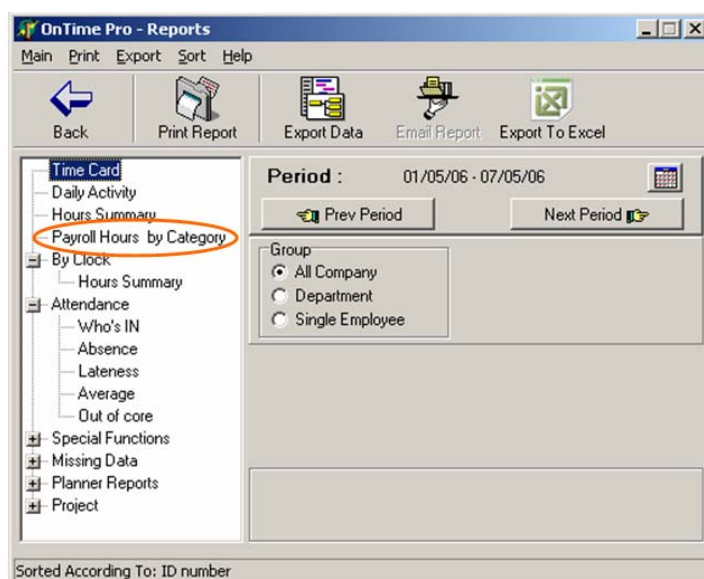
8.3.4.3. Hours Summary Report

This report presents the total hours accumulated for each selected employee during a selected period of time.

ACME Industries Ltd.				Page: 1		Date: 11/28/2000	
Hours Summary Report							
Period: 11/27/00 - 12/03/00							
Employee Name	Hours Work	Daily Time	Total Hours	Regular Hours	125 Overtime 175	Absence Hours	
Smith John	27:30	56:00	42:45	40:00	02:45		
Doe Jane	27:42	56:00	43:00	40:00	03:00		
Miller Michael	00:00	56:00	00:00	00:00			
Berger David	00:00	56:00	08:00	08:00			

8.3.4.4. Payroll Hours by Category Report

The Payroll Hours by Category option allows generating a report that sums the employee working hours and display the information split by working hour categories (standard, over time and exception).



To generate a Payroll Hours by Category report

- 1 In the Reports window, select the Payroll Hours by Category option.
- 2 Click the Print Report button.
the report is generated and displayed on screen.

Page : 1 Date : 11/05/2006 Payroll Hours Report By Category Period: 01/05/06 - 07/05/06									
Department : QA									
Employee Number	Employee Name	Payroll ID	Work Hours	OVT1	OVT2	OVT3	Exception Name	Exception Hours	Exp Event
1	Shemtov Israel	P1	17:00	00:00	00:00	00:00	Reserve Day Off	18:00 09:00	2 1
2	Levi Rami	P2	00:00	00:00	00:00	00:00	Seak Leave Reserve Day Off	18:00 09:00 09:00	2 1 1
3	Sadikov Leon	P3	00:00	00:00	00:00	00:00	Day Off	54:00	6

NOTE

If the report spreads over more than one page in the Excel report, it will be condensed into a single page.

8.3.4.5. Who's In Report

This report lists the employees that where at work at a specified hour on a specified day. The default setting enables you to list the employees currently at work.

ACME Industries Ltd. Page : 2 Date : 11/29/2000 WHO's IN REPORT Who's IN On : 11/29/2000 15:17									
Department : Sales									
Date	Day	ID No.	Employee Name	IN	OUT	IN	OUT	WorkDay	Exception
11/29/00	Wed	2	Doe Jane	08:23	17:41			8 Hours	

8.3.4.6. X Punches, Y Punches Report

These reports present the special key operations during a specified time period.

ACME Industries Ltd. Page : 1 Date : 11/29/2000 Break REPORT Period: 11/20/00 - 11/26/00									
Department : Manufacturing Employee : Miller Michael Job : 8 Hours ID No. : 3									
Date	Day	X 1	X 2	X 3	X 4	X 5	X 6		
11/20/00	Mon	13:01	13:27						
11/21/00	Tue	13:03	14:09						
11/22/00	Wed	13:07	14:23						
11/23/00	Thu	13:19	14:27						
11/24/00	Fri	13:21	14:29						
11/25/00	Sat								
11/26/00	Sun								

8.3.4.7. Absence Report

This report lists the absence days registered for the selected group of employees, during the specified period.

ACME Industries Ltd.				Page : 2				Date : 11/28/2000			
ABSENCE REPORT Period: 11/27/00 - 12/03/00											
Department : Manufacturing											
Date	Day	ID No.	Employee Name	IN	OUT	IN	OUT	IN	OUT	WorkDay	Exception
11/27/00	Mon	3	Miller Michael							8 Hours	
11/28/00	Tue	3	Miller Michael							8 Hours	

8.3.4.8. Lateness Report

This report lists the days (during a specified period) when the selected employees have been late, and presents the total lateness hours for the selected period.

NOTE

*The system only records lateness data for employees whose Job type includes a definition of **Entry Time** (see Paragraph 4.2.2.1).*

ACME Industries Ltd.				Page : 1		Date : 11/28/2000	
LATENESS REPORT Period: 11/27/00 - 12/03/00							
Department : Administration							
Date	Day	ID No.	Employee Name	Entry Time	Actual IN	Job	Exception
12/01/00	Fri	1	Smith John	08:00	08:09	8 Hours	
Total Lateness To Employee : 00:09							
Total Lateness To Department : 00:09							
Department : Sales							
Date	Day	ID No.	Employee Name	Entry Time	Actual IN	Job	Exception
11/27/00	Mon	2	Doe Jane	08:00	08:11	8 Hours	
11/28/00	Tue	2	Doe Jane	08:00	08:21	8 Hours	
11/29/00	Wed	2	Doe Jane	08:00	08:23	8 Hours	
Total Lateness To Employee : 00:55							
Total Lateness To Department : 00:55							

8.3.4.9. Missing Punches Report

This report lists all the incidents of punching In without punching out, for the specified group of employees, during the specified period.

ACME Industries Ltd.				Page : 1				Date : 12/29/2000			
Missing Punches Report Period: 11/27/00 - 12/03/00											
Department : Manufacturing											
Date	Day	ID No.	Employee Name	IN	OUT	IN	OUT	IN	OUT	WorkDay	Exception
11/27/00	Mon	3	Miller Michael	08:09						8 Hours	
12/01/00	Fri	3	Miller Michael		18:47					8 Hours	
12/01/00	Fri	4	Berger David	07:27						8 Hours	

8.3.4.10. Orphan Punches Report

This report lists the incidents of punching a badge of a non-existing employee during the specified period.

ACME Industries Ltd.			Page: 1	Date: 11/29/2000
"Orphan" Punches REPORT				
Period: November 2000				
Date	Day	Badge	Punch Time	Transaction
11/01/00	Wed	5	08:57	IN
11/01/00	Wed	5	13:27	Break

8.3.4.11. The Employee Annual Planner Report

This report documents the various holidays, vacations and leaves-of-absence, that are planned for each individual employee. The report's format is a list of "events", sorted by date. The following information is presented in the Employee Planner report: Date, Day, Exception (type of exception), and Description (the specific event). In addition, the report also presents a second table with a summary by exception types. This summary tallies the number of vacation days planned, the number of vacation days used up (up to the date that the report was generated), and the number of days remaining - for each exception type that actually applies for the employee.

ACME Industrial Corp.		Page: 1		Date: 02/05/2000
Employee Annual Planner				
Period: January 2000				
Employee : Doe John		Job : 40 Hours		
Department : Administration		ID No. : 1	Employee Badge : 1	
Date	Day	Exception		
01/01/00	Sat	Holiday		New Year
01/03/00	Mon	Vacation		
01/04/00	Tue	Vacation		
Summary				
Exception	Total	Used	Remaining	
Holiday	1	1	0	
Vacation	2	2	0	

8.3.4.12. Annual Planner by Exception Report

The Annual Planner by Exception report provides the administrator with a breakdown of the pre-planned "events" according to exception type. For example, if there are three annual vacations defined as a "National Holiday" type of exception, then there will be three events recorded under the "National Holiday" topic for each employee. Within each event line, the following information is presented:

- The employee's name (first and last).

- The employee's badge number.
- The date-range/s for each one of the event/s that falls under the heading of the relevant exception type.
- The total number of "events" planned from each type per year.
- The number of "events" that have already occurred up to the date of the report.
- The number of such "events" remaining until the end of the year.

This considerable amount of information can produce a massive report in large organizations that have many employees and/or a large variety of exception types. It would sometimes be preferable to summarize all this data by foregoing some of the information presented by this report. OnTime Pro's report generator provides such a report that is known as the *Annual Summary by Exception*.

ACME Industrial Corp.		Page: 1	Date: 02/05/2000	
Annual Planner By Exception				
Period: January 2000				
Holiday				
Employee Number	Employee Name	Total	Used	Remaining
1	Doe John	1	1	0
	01/01/2000 - 01/01/2000			
2	Smith Jane	1	1	0
	01/01/2000 - 01/01/2000			
3	Jones Paul	1	1	0
	01/01/2000 - 01/01/2000			
Vacation				
Employee Number	Employee Name	Total	Used	Remaining
1	Doe John	2	2	0
	01/03/2000 - 01/04/2000			
2	Smith Jane	1	1	0
	01/14/2000 - 01/14/2000			
3	Jones Paul	1	1	0
	01/10/2000 - 01/10/2000			

8.3.4.13. Annual Summary by Exception Report

The Annual Summary by Exception report is similar in principle to the *Annual Planner by Exception* report. The difference is that the summary is an abridged version that does not include the dates/date-ranges of the various "events" (holidays, vacations, and other pre-planned leaves-of-absence). The advantage of the summary as opposed to the full-detailed report is evident especially when dealing with large organizations with many employees and a large variety of defined holidays, vacations, and leaves-of-absence. The printed output for such a large organization can be quite large and unnecessarily tedious to go through. The abridged version of report can ease the workload when one is only looking for a broad overview of the defined exceptions and employees.

ACME Industrial Corp.

Page: 1

Date: 02/05/2000

Annual Summary By Exception

Period: January 2000

Holiday				
Employee Number	Employee Name	Total	Used	Remaining
1	Doe John	1	1	0
2	Smith Jane	1	1	0
3	Jones Paul	1	1	0
Vacation				
Employee Number	Employee Name	Total	Used	Remaining
1	Doe John	2	2	0
2	Smith Jane	1	1	0
3	Jones Paul	1	1	0

8.3.4.14. Project Reports (OnTime Pro Extra)

OnTime Pro Extra enables printing three types of project reports:

- By Employee
- By Project
- By Reference Number

The following are examples of these report types.

PROJECT REPORT BY EMPLOYEE

ILeigh Jackosn (1967) Ltd		Page: 1		Date: 26/12/2005					
Projects - By Employee Period: 12/26/05 - 12/26/05									
Employee : Gill Beverley		ID No. : 111							
Department : Field service		Employee Badge : 176							
Details		Date	Day	In	Out	In	Out	Quantity	Total Hours
Penciles		12/26/05	Mon	08:20	12:20	12:50	17:02	120	08:12
							Totals:	120	08:12

PROJECT REPORT BY PROJECT

ILeigh Jackosn (1967) Ltd			Page: 1			Date: 26/12/2005		
Projects - Hours detail Period: 12/26/05 - 12/26/05								
Project : 0001			Sub Project :			Mission :		
Boeing 777								
Employee	Date	Day	In	Out	In	Out	Quantity	Total Hours
Parker Anthony	12/26/05	Mon	08:00	11:58	12:30	16:25	3	11:01
			17:01	20:09				
Gill Beverley	12/26/05	Mon	17:10	19:30	20:00	22:15	1	04:35
Project totals:							4	15:36

PROJECT REPORT BY REFERENCE

Notice the described project below (Boeing 777) includes also reports of Sub-Project, and Mission times.

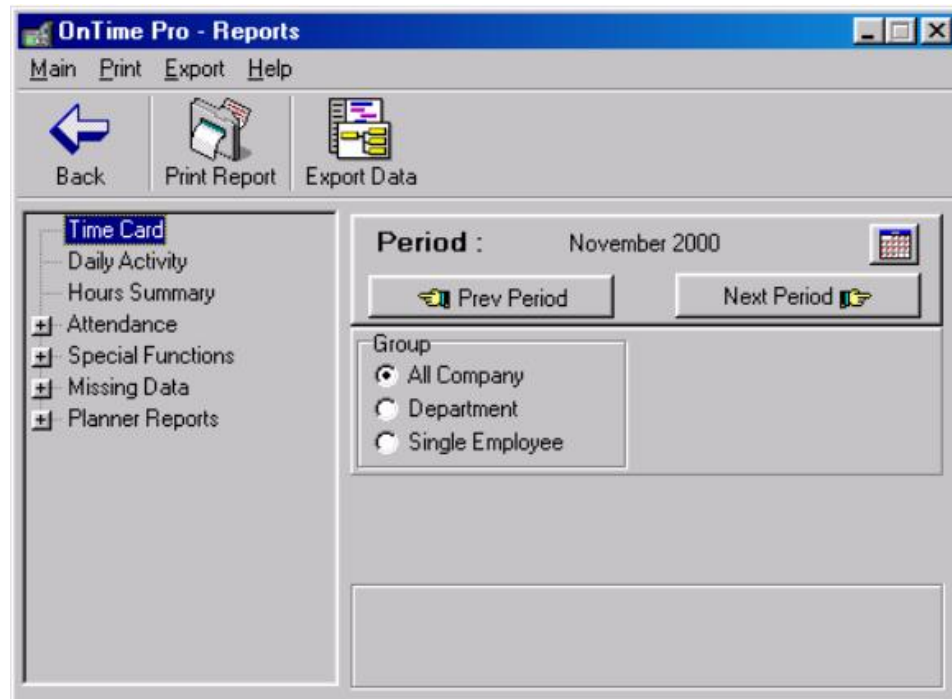
ILeigh Jackson (1967) Ltd			Page: 1			Date: 26/12/2005		
Projects - By Reference								
Period: 12/26/05 - 12/26/05								
Reference # 123								
Project : 0001			Sub Project :			Mission :		
Boeing 777								
Employee	Date	Day	In	Out	In	Out	Quantity	Total Hours
Parker Anthony	12/26/05	Mon	08:00	11:58	12:30	16:25	3	11:01
			17:01	20:09				
Gill Beverley	12/26/05	Mon	17:10	19:30	20:00	22:15	1	04:35
Project totals:							4	15:36
Project : 0001			Sub Project : 777W			Mission :		
Boeing 777 Wing								
Employee	Date	Day	In	Out	In	Out	Quantity	Total Hours
Gill Beverley	12/26/05	Mon	12:15	14:00			2	01:45
Project totals:							2	01:45
Project : 0001			Sub Project : 777W			Mission : 777L		
Boeing 777 Wing Light								
Employee	Date	Day	In	Out	In	Out	Quantity	Total Hours
Gill Beverley	12/26/05	Mon	14:05	16:30			2	02:25
Project totals:							2	02:25
Reference totals:							8	19:46

8.4. EXPORTING THE ATTENDANCE DATA

Attendance data may be exported to external software (e.g., payroll software), using the Export Data option of the Report window.

To export the attendance data to an external software:

- 1 From InTagral's main window, click  (**Reports**).
The following window opens:



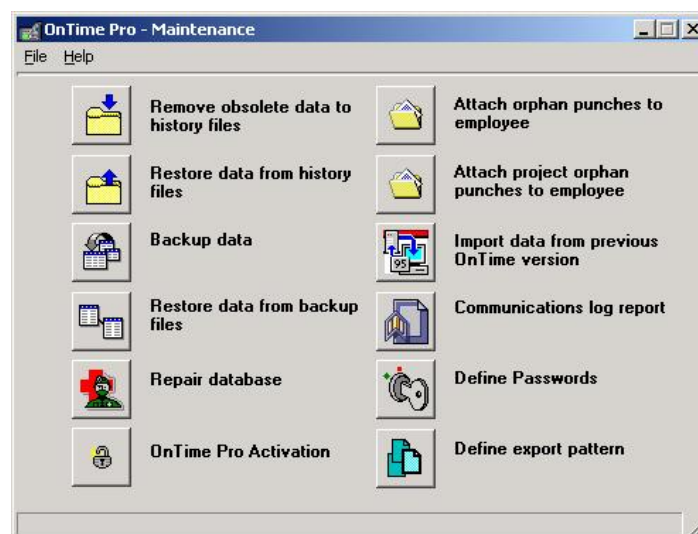
- 2 Click  (**Export Data**). The system would export the attendance data to an export file. The name and format of the export file are defined by the **Export Format** parameter (see Paragraph 6.2).

Chapter 9

MAINTENANCE

OnTimePro's Maintenance option provides several tools for handling attendance data (including backup and restore). Additionally there are tools for password protection and for the construction of export files, intended for third party software.

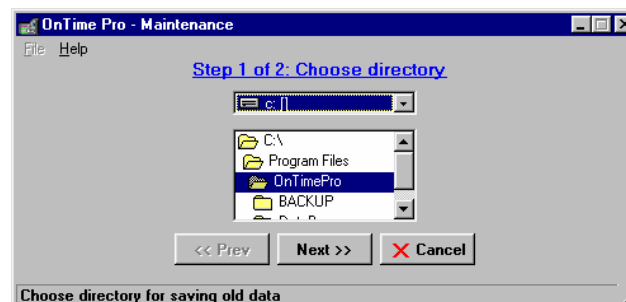
Click  from OnTimePro's main window to open the Maintenance window:



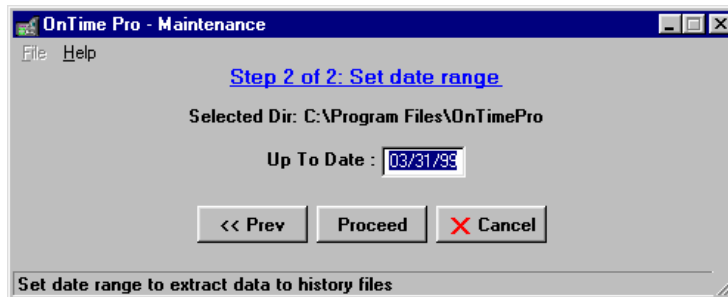
9.1. TRANSFERRING OBSOLETE DATA TO HISTORY FILES

Use this option to remove old data from the attendance files and create an archived file in case data needs to be restored.

- 1 Click . The following browsing window opens:



- 2 Select the drive and the folder to save history data into. Click **Next**. to continue:



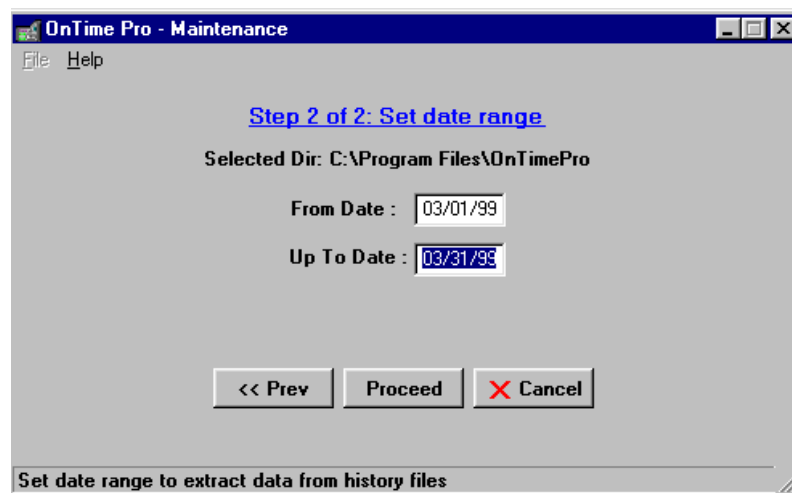
- 3 Set the last date to be transferred to the history file.
- 4 Click **Proceed** to transfer the transactions made before the specified date, to the specified directory.

9.2. RESTORING DATA FROM HISTORY FILES

Use this option to retrieve the transactions of a specified time range from the history files:



- 1 Click . The Maintenance browsing window (see Paragraph 9.1) opens.
- 2 Select the drive and directory to retrieve data from. Click **Next** to continue:



- 3 Use the **From Date / Up To Date** fields to specify the range of dates to be restored.
- 4 Click **Proceed**. The transactions registered during the specified range are restored from the history files.

9.3. SAVING DATA TO A BACKUP FILE

Use this option to backup the attendance data.

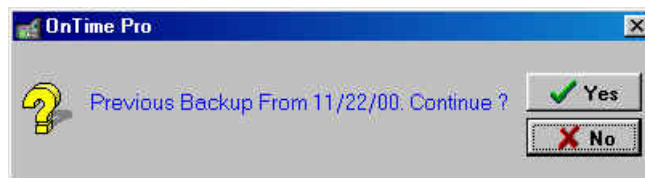


- 1 Click . A browser window opens.
- 2 Specify the backup file's location (drive and directory).
- 3 Click OK.

9.4. RESTORING DATA FROM BACKUP FILE



- 1 Click . A browser window opens.
- 2 Specify the backup file's location (drive and directory) and click OK. The following message is presented:



- 3 Click OK to restore data from this backup file.

9.5. REPAIRING THE DATABASE

This option scans and repairs the database. It is advised to use this option in case of problems with the system titles, parameters, departments, employee list, jobs or day types.



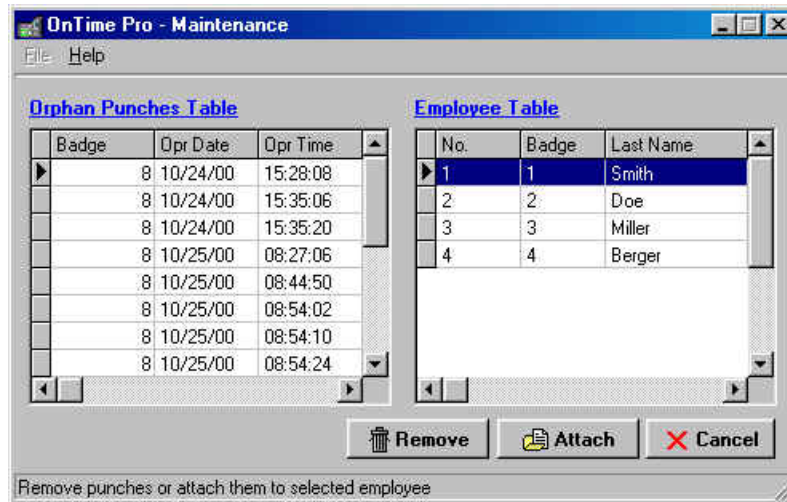
- 1 Click .
- 2 The database is scanned and corrected, if necessary.

9.6. ATTACHING ORPHAN PUNCHES TO EMPLOYEES

When data is retrieved from InTagral, each transaction ("punch") is attached to the employee with the corresponding badge number. Transactions of unassigned badge numbers are considered "orphan". Whenever a new badge number is assigned to an employee (e.g., when adding an employee or assigning a new badge to an existing employee), the orphan transactions by the same badge number are automatically assigned to the employee.

In rare cases, it may be required to manually attach a transaction to an employee or sometime remove the transaction altogether.

- 1 Click . The following window opens:



To attach an orphan punch (or punches) to an employee:

- 1 In the right pane, select the desired employee.
- 2 In the left pane, press the **Control** button and click on all the punches to be attached to the selected employee.
- 3 Click **Attach** to rewrite the punches under the badge number of the selected employee.

To remove an orphan punch (or punches) from the list:

- 1 In the left pane: press the **Control** button and click on all the punches to be removed.
- 2 Click **Remove**.

9.7. IMPORTING DATA FROM PREVIOUS SOFTWARE VERSION

If you upgrade to the Pro version and wish to import attendance data from OnTime to OnTimePro software, use this option.

- 1 Click . A browser window opens.
- 2 Select the file to be imported (file format is .txt).

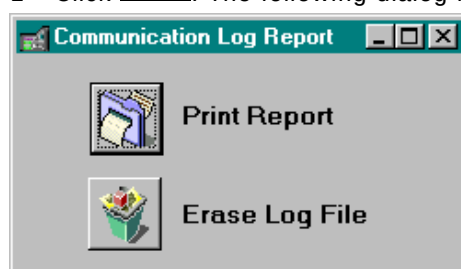
9.8. GENERATING A COMMUNICATION-LOG REPORT

The communication-log file keeps records of every Load Data operation performed.

It is recommended to erase the log file (and start anew) every once in a while, in order to keep the log file reasonably small.

To view or print the communication log file:

- 1 Click . The following dialog box opens:



- 2 Click  to produce a report (for a detailed description of the printing process, see Paragraph 8.3.1). A sample report is presented below.

ACME Industries Ltd.		Page :	1	Date :	11/30/2000
Communication Log Report					
Connection Type	Clock Serial Number	Comm Date&Time	Clock Firmware Version	Comm Status	Data Record
Direct	035517	21-Nov-2000 15:50:44	F241000	Success	0
Direct	035517	21-Nov-2000 15:37:42	F241000	Success	0
Direct	035517	21-Nov-2000 15:31:57	F241000	Success	0
Direct		21-Nov-2000 10:34:17		Failure	0
Direct		31-Oct-2000 10:46:19		Failure	0
Direct		31-Oct-2000 10:43:20		Failure	0
Direct		31-Oct-2000 10:39:40		Failure	0
Direct		31-Oct-2000 09:50:51		Failure	0
Direct		30-Oct-2000 17:46:40		Failure	0

To erase the communication log file

- 1 Click  and then .

A confirmation box opens.

- 2 Click OK to erase all records from the log file.

9.9. DEFINING USER / SUPERVISOR PASSWORDS

Due to the sensitive nature of the information handled by OnTimePro, it is recommended to password-protect its access to unauthorized users.

OnTimePro supports two authorization levels:

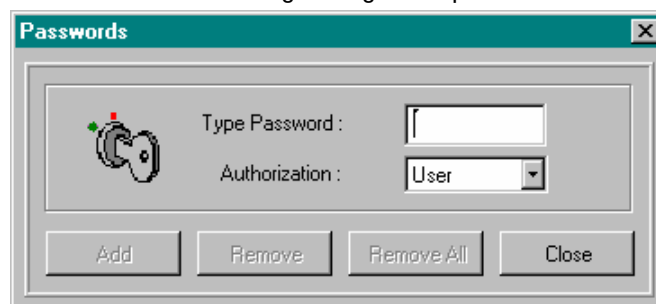
Supervisor - allowing access to all options. At least one supervisor password must be defined, to enable password-protection.

User - allowing access to some of the options, excluding InTagral Configuration, Database setting and Maintenance operations.

It is possible (although it is not recommended) to disable password protection, simply by not defining any passwords.

The system offers to define passwords as soon as you enter OnTimePro for the first time (see Paragraph 3.2). To handle passwords later, use the Maintenance/Define Passwords options:

Click . The following dialog box opens:



This dialog box allows you to:

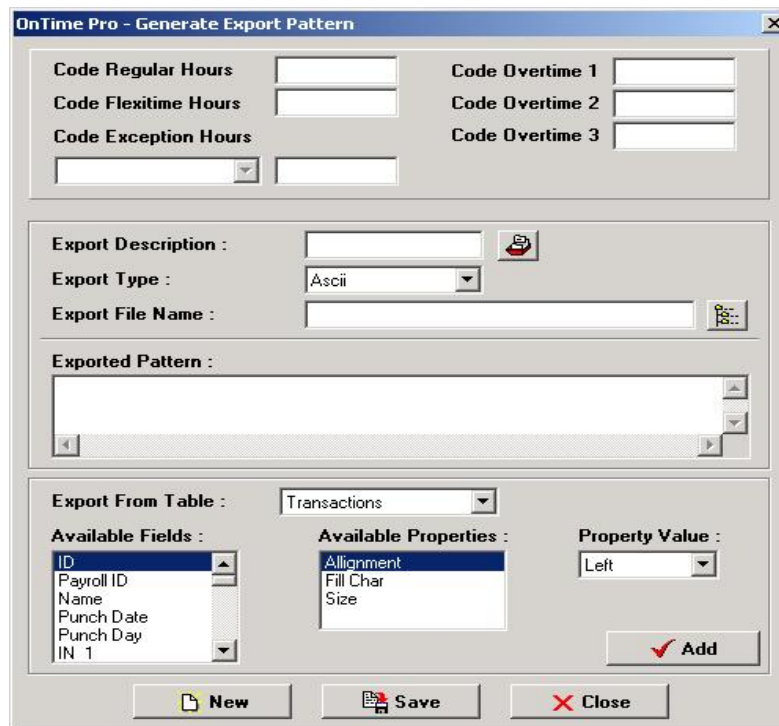
- Add users / supervisors to the authorization list (see Paragraph 3.3.1)
- Remove users / supervisors from the authorization list (see Paragraph 3.3.2)
- Purge the authorization list to allow free access to all (see Paragraph 3.3.3)
- Add/remove passwords as necessary. Click **Close** to return to the Maintenance window:
- If the authorization list is empty, OnTimePro will start **without** password protection. This means that all OnTimePro's options are accessible to all users.
- If the authorization list contains only User passwords, you will be requested to define at least one supervisor.

9.10. DEFINING THE EXPORT FILE STRUCTURE

To export the attendance data to a third party software (such as payroll), it must be formatted so that the destination software will be able to read it.

To define the name and format of export files:

- 1 Click . The following dialog box opens:



The dialog box titled "OnTime Pro - Generate Export Pattern" contains the following fields and controls:

- Code Regular Hours**: Text input field.
- Code Flexitime Hours**: Text input field.
- Code Exception Hours**: Text input field with a dropdown arrow.
- Code Overtime 1**: Text input field.
- Code Overtime 2**: Text input field.
- Code Overtime 3**: Text input field.
- Export Description**: Text input field with a "Load" icon (floppy disk with red X).
- Export Type**: Drop-down menu showing "Ascii".
- Export File Name**: Text input field with a "Browse" icon (folder).
- Exported Pattern**: Large text area for viewing the generated pattern.
- Export From Table**: Drop-down menu showing "Transactions".
- Available Fields**: List box containing: ID, Payroll ID, Name, Punch Date, Punch Day, IN 1.
- Available Properties**: List box containing: Alignment, Fill Char, Size.
- Property Value**: Drop-down menu showing "Left".
- Add**: Button with a checkmark icon.
- New**: Button with a document icon.
- Save**: Button with a floppy disk icon.
- Close**: Button with a red X icon.

The **Export Description** is the name of this export-pattern. This name will appear on the **Export Format** pull-down list, in the **Database/Parameters** window (see Paragraph 6.2.3). You may either:

- Type in the **Export Description**, to define a new export pattern; OR
 - Click  to select and load an existing export pattern in order to use it as a basis for changes.
- 2 From the **Export Type** drop-down list, select the file-type that is compatible with the destination software.
 - 3 Use the **Export File Name** field to specify the name and location of the export file **to be created** by this pattern. You may either type the path and name, or use the adjacent **Browse**  button to select the directory and set the file name. You can name the destination export-file as you like. No extension is required.
 - 4 Use the **Export From Table** drop-down list to define the data to be exported: select "Transactions" to export the daily attendance data, or "Transactions Totals" to export the calculated totals of the payroll period.
 - 5 The destination software expects the export file to contain records of a certain structure: each record should contain certain fields, in a given order. In case of ASCII files, the software allows the user to define

certain appearance properties such as specified length or alignment. To specify the record structure (in accordance with the destination software's documentation):

- Define the record's first field:
 - Select a field from the **Available Fields** list.
 - If the field is expected to have a certain property, select it from the **Available Properties** list, and set the property's value in the **Property Value** box.
 - Click **Add** to add the field to the **Exported Pattern** box.

Example: If the pay-roll software expects the characters field to contain the daily total, select "Daily Total" from the *Available Fields* list, then select "Size" from the *Available Properties* list and set the *Property Value* to 10. In the same way, define the rest of the record's fields.

- 6 In the **Code Regular Hours** (see above figure) field type in the payroll application's code for 'Regular hours'
- 7 Use the **Code Flexitime Hours** field type in the payroll application's code for 'Flexitime Hours'
- 8 Use the **Code Exception Hours** fields do the following:
 - a. From the drop-down list, select the required Exception
 - b. In the free text box, type in the payroll application's code for the selected exception.
- 9 Use the **Code Overtime 1/2/3 Hours** fields to type in the payroll application's code for 1st, 2nd, and 3rd level overtime hours.

NOTE

*The **Code Overtime 1/2/3 Hours** fields apply both in daily-defined, and weekly-defined overtime hours (as set in the OnTime Pro application).*

- 10 Click **Save** to save the pattern as a valid export format, or **Clear** to cancel.

9.11. MANAGING DATA CONSISTENCY PROBLEMS

Inconsistent data usually results from corrupt data. Corrupt data usually results from a damaged database. Select Maintenance/Repair Database (see Paragraph 9.5) to repair a damaged database due to technical malfunctions.

Appendix A.

ONLINE QUERY SERVER

The Online Query Server enables employees or supervisors to use the clock's keypad and screen for querying different types of online information; for example: personal Flexitime information, overtime hours, personal absence hours, exceptions, etc.

The Query Server can also be used for access control and meal-ticket printing.

The Query Server tool is installed automatically upon installation of the OnTime Pro Typical (Local) Installation, or when installing the database in the OnTime Pro Custom (Network) installation.

The Query Server runs automatically when OnTime Pro is running. It always runs on the same computer of the database.

The only operation needed, is to configure each clock with the Query Server's IP address.